GLOUCESTER COUNTY invites applications for the position of:

Custodian

SALARY: $11.97 Hourly

OPENING DATE: 02/20/20

CLOSING DATE: 03/08/20 11:59 PM

DESCRIPTION:
This part-time position is scheduled to work 20 hours per week.
Evening shift - Hours are 4:30 p.m. - 8:30 p.m.

Under close supervision, performs a variety of custodial duties in the care and maintenance of County buildings and facilities. Work involves using a variety of procedures, power and hand equipment, and supplies to maintain buildings in a neat, sanitary, presentable manner. Employee must exercise some independent judgment in completion of assigned tasks that are subject to inspection. Position reports to Custodial Supervisor.

EXAMPLES OF DUTIES:
1. Sweeps, mops, strips, waxes and buffs floor surfaces; vacuums and shampoos carpets.
2. Cleans windows, walls, woodwork and light fixtures; polishes metal fixtures and handles.
3. Cleans, supplies and sanitizes restrooms.
4. Empties trash receptacles and takes to dump site.
5. Cleans, dusts and polishes tables and other furniture.
6. Cleans kitchen areas (counter tops, sinks, tables, etc.) where applicable.
7. Sets up and breaks down conference rooms for meetings, arranging furniture as requested.
8. Cleans and maintains stairwells and elevators.
9. Loads and unloads custodial supplies and equipment on trucks; transports equipment and supplies to other facilities.
10. Secures and locks buildings at appropriate times.
11. Hoists and takes down flags daily.
12. Performs other outdoor maintenance duties such as landscaping and trash removal.
13. Performs snow removal as needed. This may include periods during and after snow events
including nonscheduled work days to include weekends and holidays.
14. Sweeps and maintains outside areas such as sidewalks and parking lots.
15. Writes up maintenance issues and safety hazards.
16. Performs other duties as assigned.

QUALIFICATIONS:
Possession of a high school diploma/GED.

Some experience in custodial work, including the use of heavy floor stripping, waxing, and buffing equipment preferred.

SPECIAL REQUIREMENTS:
Possess a valid driver’s license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Pass a post-offer, pre-employment physical; position subject to subsequent physical examinations to ensure incumbent meets physical job requirements.

A minimum of 3 professional references are required on the application. (Note: Professional references are individuals who can attest to your job related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)

For a complete description and to apply on-line, visit our website at www.gloucesterva.jobs
EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

Gloucester County Government is committed to maintaining a drug free workplace. All job applicants are subject to pre-employment controlled substances testing and to other controlled substances and alcohol testing as specified by County policy.

APPLICATIONS MAY BE FILED ONLINE AT:  
http://www.gloucesterva.jobs

6467 Main Street
Gloucester, VA 23061
(804) 693-5690
hrdept@gloucesterva.info

Custodian Supplemental Questionnaire

* 1. I acknowledge that I must complete the supplemental questions section in order for my application to be considered complete.
   - Yes  - No

* 2. What is your current highest level of education completed?
   - I do not have a High School diploma or GED
   - HS Diploma or GED
   - Some College
   - Associate's Degree
   - Bachelor's Degree
   - Master's Degree or higher

* 3. Do you possess a valid driver's license?
4. If you have a valid driver's license, list state and expiration date. If you do not, list "N/A"

5. I acknowledge the duties of this position are performed indoors and outdoors and may be exposed to hazards, periodic excessive noise, inclement weather, dust etc. I acknowledge that I have read and understand the job location and conditions for this position.

6. A complete job description for this position is available on the Human Resource Department "Job Description" web page. I acknowledge that I have read and understand the complete job description including the minimum qualifications or standards required for this position.

7. I acknowledge this position requires the incumbent to pass a background check and security clearance to gain access to sensitive areas. I understand this is a requirement for this position.