



## CUSTODIAN (PART-TIME) WESTMORELAND COUNTY JUDICIAL CENTER

The County of Westmoreland is seeking 2 dependable hardworking individuals to do manual work in the regular care and cleaning of the Westmoreland County Judicial Center. Commercial custodian experience is preferred. These positions are part-time, not to exceed 29 hours per week and pay is \$15.00 per hour. Application and job description may be obtained either in person in the County Administrator's Office located in the George D. English, Sr. Memorial Building, 111 Polk Street, Montross, Virginia, by calling the County Administrator's Office at 804.493.0130, or online: [www.westmoreland-county.org](http://www.westmoreland-county.org). Position will remain open until filled. Westmoreland County is an AA/EO Employer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### Daily Tasks

- ❖ Empty and wipe clean all waste baskets and ash trays. Empty sand urns.
- ❖ Replace waste basket liners.
- ❖ Vacuum clean all carpeted areas in the building including corridors and office space, etc. Hard to get spots and corners will be cleaned with accessory tools.
- ❖ Sweep clean all tiled areas, including stairwells, and damp mop same.
- ❖ Restrooms:
  - Wash all mirrors.
  - Wash hand basins and hardware.
  - Wash urinal, commodes and seats using disinfectant in water. (Note: bowl cleaner to be used once per month at minimum, or more often if necessary.)
  - Sweep all dirt and debris from floors of all restrooms throughout the building.
  - Damp mop tiled floors using disinfectant in water.
  - Damp wipe, clean and disinfect all tiled surfaces. Spot wipe and clean where necessary. Walls and partitions to be kept free of hand prints and dust.
  - Replenish hand soap, towels and bath tissues.
- ❖ Clean and polish all water coolers.
- ❖ Wipe clean all outside doors to keep free of hand prints.
- ❖ Kitchens: Wipe clean all countertops, tables, and the exterior door of all appliances (including handles), using disinfectant. Wash sinks.

#### Weekly Tasks

- ❖ Wipe clean all ledges and railings to remove dirt and dust.
- ❖ Clean walls, doors, painted areas, woodwork, and interior glass.
- ❖ Wash waste baskets and ash trays.



### Semi-Annual Tasks

- ❖ All lighting fixtures will be dusted every three (3) months and washed twice a year.
- ❖ Wash all windows.

### Other Tasks

- ❖ Any unforeseen tasks as may be assigned by the County Administrator or designee.
- ❖ When unusual situations occur and/or the County Administrator declares a State of Emergency, all employees may be required to accept special assignments and perform as needed to ensure appropriate service delivery.

## **MINIMUM QUALIFICATIONS**

- ❖ High School Diploma, GED, or equivalent preferred. General trades knowledge helpful.
- ❖ Knowledge of custodial principles, practices, and safety principles. Knowledge of methods, materials, and equipment used in commercial custodial work.
- ❖ Skill in the use of equipment used in custodial work.
- ❖ Ability to understand and follow verbal instructions and read, understand, follow, and enforce safety procedures.
- ❖ Ability to lift and manipulate heavy objects.
- ❖ Ability to safely use cleaning equipment and supplies.
- ❖ Ability to communicate effectively, both verbally and in writing and maintain cooperative relationships with those contacted in the course of work activities.
- ❖ Ability to understand written and verbal communications.
- ❖ Ability to complete assigned tasks independently.
- ❖ Performing routine maintenance to custodial equipment.

## **SUPERVISION EXERCISED**

The custodian position does not supervise any subordinate employees.

## **SUPERVISION RECEIVED**

The custodian performs duties under the direct supervision of the Maintenance Supervisor. The custodian also receives instructions from County Administration, Sheriff's Department and other Maintenance personnel.

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Exposure to cleaning agents, potential electrical hazards, and various types of cleaning equipment. Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 70%) of the job. Frequent interruptions, changing priorities, heavy duty lifting and occasional work in inclement weather.



# APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Westmoreland County is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Westmoreland County. Please inform the County's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

## GENERAL INFORMATION

Full Name _____		Date _____	
FIRST	MIDDLE	LAST	
Address _____			
STREET	CITY	STATE	ZIP CODE
Phone Number (____) _____	Date available for work _____		
Email (optional) _____			
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If hired, verification will be required consistent with federal law.			
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, you may be required to provide authorization to work.			
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL)			
Driver's license number _____		State of issue _____ Expiration date: _____	

## POSITION INFORMATION

Position applied for: \_\_\_\_\_ Salary range expected: \_\_\_\_\_

Applying for:       Full-time       Part-time       Seasonal/Temporary

## EDUCATION

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School (or G.E.D. equivalent)				
College or University				
Graduate School				
Vocational or Trade School				
Other				

## BACKGROUND INFORMATION

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed?       Yes       No      If yes, specify name. \_\_\_\_\_

## PERSONAL REFERENCES

List three personal references (other than those listed as a current/former supervisor) that we may contact:

Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____

## EMPLOYMENT RECORD

List all employment experience for the past ten years, starting with the most recent or present employer, including US military service or training. Using a separate section for each position, describe in detail all work experience. **You may include as part of your employment history any verifiable work performed on a volunteer basis. Résumés not be substituted in lieu of completing the following employment information.**

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Primary responsibilities _____ _____	Phone ( ) _____ From _____ <div style="text-align: center;">Month          Year</div> To _____ <div style="text-align: center;">Month          Year</div>
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone ( ) _____ From _____ <div style="text-align: center;">Month          Year</div> To _____ <div style="text-align: center;">Month          Year</div>
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Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone ( ) _____ From _____ <div style="text-align: center;">Month          Year</div> To _____ <div style="text-align: center;">Month          Year</div>

How did you learn about the position? Check all that apply:

- Westmoreland County's website     
  Recruiter     
  Word of mouth     
  Other  
 Careers website or job board (Monster, Indeed, CareerBuilder, etc.)   
  Social media (LinkedIn, Facebook, etc.)

Have you worked for Westmoreland County before?

- Yes  No    If yes, when? \_\_\_\_\_ Job title: \_\_\_\_\_

Relatives of current employees of Westmoreland County will not be hired if they would be working for, or directly supervising, a current employee. If you receive a conditional offer of employment, you may be asked to identify any relative who is a current employee of Westmoreland County. For purposes of this policy, "relative" is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of people who are related by blood or marriage.

**PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING**

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work with Westmoreland County.

\_\_\_\_\_ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Westmoreland County.

\_\_\_\_\_ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

\_\_\_\_\_ Initials

I understand that employment with Westmoreland County is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

\_\_\_\_\_ Initials

I authorize Westmoreland County and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 3 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

\_\_\_\_\_ Initials

I hereby certify that, if employed, my employment with Westmoreland County will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.

\_\_\_\_\_ Initials

I understand and agree that, if hired, my employment will be at will, which means employment is for an indefinite period of time and may be terminated by myself or Westmoreland County at any time, with or without cause, and with or without notice.

\_\_\_\_\_ Initials

I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

\_\_\_\_\_ Initials

Note: An offer of employment is conditioned upon complying with Westmoreland County's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background check.

**MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.**

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_