



# MONTGOMERY COUNTY JOB POSTING NOTICE

**APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.  
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.**

<b>DEPARTMENT:</b>	Custodial Services	<b>JOB GRADE:</b>	3
<b>JOB TITLE:</b>	Custodian (Part -Time / Nights)	<b>SALARY:</b>	\$13.18 / Hr. (\$14.18 after 90 day probation period)
<b>LOCATION:</b>	New Caney, TX	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Monday – Thursday (5:00pm – 11:00pm) Friday (5:00pm – 10:00pm)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 – 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

### **Education, Experience and Skill Requirements**

- High School Diploma or GED Certificate
- MUST HAVE VALID TEXAS DRIVERS LICENSE
- One year of custodial experience or one year of continuous work history preferred
- Must pass back ground investigation

### **Primary Job Duties**

- Vacuums carpets
- Sweeps floors and stairs
- Dust mops floors
- Wet mops floors
- Performs daily floor care procedures to tile, terrazzo and carpet flooring
- Cleans restrooms
- Cleans glass doors and windows
- Collects trash and disposes according to policies
- Cleans ashtrays
- Washes walls
- Cleans ceilings
- Clean light fixtures
- Polish handrails on the stairways
- Remove cobwebs from walls and ceilings
- Locks and unlocks county buildings and offices, as needed
- Cleans hazardous body fluids according to Dept. policy
- Checks buildings and office areas for security
- Supervises Community Service Workers
- Makes sure they are performing duties as assigned to them.
- Makes sure they do not enter into unauthorized areas.
- Follows all policy and procedures concerning supervised workers
- Strip, wax and burnish floors
- Shampoos carpets
- Notifies supervisor of supplies needed
- Cleans outside of buildings and parking area
- Performs other related duties as assigned by a supervisor

**After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.**

Position No:	509-3305-0	Requisition No.	2418
Date Posted:	3/6/2017	Equal Employment Opportunity Employer	