



MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

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| DEPARTMENT: | Custodial Services | JOB GRADE: | 3 |
| JOB TITLE: | Custodian (Part -Time / Nights) | SALARY: | \$13.61 / Hr. (\$14.61 after 90 day probation period) |
| LOCATION: | Conroe | CIVIL SERVICE: | No |
| SHIFT HOURS: | Monday - Thursday (4:00pm - 10:00pm) Friday (4:00pm - 9:00pm) | | |
| SUBMIT APPLICATIONS: | Montgomery County Human Resources Department | ADDRESS: | 501 N. Thompson, Ste. 400 Conroe, TX 77301 |
| PHONE: | (936) 539 - 7886 | FAX: | (936) 788-8396 |
| E-MAIL: | jobs@mctx.org | WEBSITE: | www.mctx.org |
| OFFICE HOURS: | 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.

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| Position No: | 509-3305-0 | Requisition No. | 2418 |
| Date Posted: | 2/2/2018 (Continual Posting) | Equal Employment Opportunity Employer | |