



MONTGOMERY COUNTY JOB POSTING NOTICE

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

DEPARTMENT:	Custodial Services	JOB GRADE:	3
JOB TITLE:	Custodian (Part -Time / Nights)	SALARY:	\$13.61 / Hr. (\$14.61 after 90 day probation period)
LOCATION:	New Caney	CIVIL SERVICE:	No
SHIFT HOURS:	Monday - Thursday (5:00pm - 11:00pm) Friday (5:00pm - 10:00pm)		
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.

Position No:	509-3305-522	Requisition No.	2721
Date Posted:	2-25-19	Equal Employment Opportunity Employer	