

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

POSITION: Substitute Part-Time Cleaning Person

DEPARTMENT: County Buildings/Grounds

RATE OF PAY: \$10.32 per Hour

HOURS WORKED: Evening/Night hours as scheduled

*Applications to be filed with Human Resources Department – County Administration Building
by mail: Carbon County Human Resources, PO Box 129, Jim Thorpe, PA 18229, or
email: carbonhr@carboncounty.net or
fax: 570-325-9492*

OVERALL OBJECTIVE OF JOB: To clean and maintain assigned areas, buildings, facilities and grounds within Carbon County.

ESSENTIAL FUNCTIONS OF JOB:

1. Sweeps, mops, vacuums or scrubs floors.
2. Cleans furniture, bathrooms, windows, walls, and fixtures.
3. Operates cleaning equipment.
4. Collects and properly disposes of trash, garbage and recyclables.
5. Disinfects specified areas as required.
6. Assists in securing buildings and assuring that windows and doors are properly secured, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must possess ability to operate various equipment such as vacuum cleaner, carpet extractor, floor scrubber, etc.
2. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
4. Must possess ability to perform a variety of custodial work both inside and outside; have above average strength and endurance and coordinated use of all appendages.
5. Must possess ability to exercise care in the use of chemicals and cleaning materials.
6. Must possess willingness to travel to other County buildings as needed or assigned.

WORKING CONDITIONS:

1. Works indoors in adequate work space, lighting, temperatures and ventilation.
2. Works with average indoor exposure to noise, stress and disruptions.
3. Below normal indoor exposure to dust/dirt.
4. Exposure to cleaning supplies and chemicals daily.

PHYSICAL REQUIREMENTS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to walk, stand, twist and bend for long periods throughout the workday, with occasional kneeling, stooping, climbing, carrying, pushing, pulling, reaching and grasping as necessary to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Light work, with occasional lifting/carrying of objects with weights of twenty to thirty pounds.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to move frequently throughout the work day.
8. Must possess average strength and physical endurance as necessary to carry out essential job duties.

QUALIFICATIONS:

Education/Training – High school diploma or equivalent.

Work Experience – 6-12 months working experience in custodial environment preferred.

AN EQUAL OPPORTUNITY EMPLOYER