



Employee Job Description

Department: Maintenance/Building and Grounds

Position Title: Custodial Worker I (PT Housekeeping)

Pay Classification: TCC 02 (\$14.77/hr. starting wage)

Reports To: Facilities Manager and Custodial Supervisor

Position is Part Time: (20 hr./week) M-F evenings (4:00 PM – 8:00 PM)

Date of Job Description Creation/Update: 5/7/24

Overall Descriptions of the Position:

Manual custodial work doing routine cleaning in the Courthouse and other county owed public buildings as required.

Position Requirements:

- ◆ Ability to learn materials, methods, and equipment used in cleaning public buildings and institutions
- ◆ Ability to understand and carry out simple oral instructions
- ◆ Willingness to work hours other than the normal office hours.
- ◆ Physical strength sufficient to do normal building cleaning work. This includes but is not limited to the following:
 - Ladder Climbing
 - Ability to lift up to 50 lbs occasionally
 - Ability to lift up to 30 lbs regularly
 - Ability to kneel, bend, stoop, twist, turn and reach in all directions

Position Duties:

- ◆ Performs manual tasks and mopping, sweeping, vacuuming, dusting, polishing, and emptying wastepaper baskets in assigned rooms or offices and other areas of a public building or institution.
- ◆ Dusts and cleans offices where care must be taken that papers and materials are not disarranged.
- ◆ Cleans windows, marble and brass embellishments and dusts books.

- ◆ Cleans and scrubs lavatories, polishes fixtures and mirrors and furniture surfaces.
- ◆ Replenishes lavatory supplies.
- ◆ Cleans and dusts Venetian blinds, windowsills, and ledges.
- ◆ Performs such other related tasks and duties as may be assigned or required.

Supervision Exercised:

- ◆ None

Certificates and Licenses:

- ◆ Must be able to pass pre-employment/post offer of hire criminal history background check, drug test and physical exam.

How to Apply:

Please send a completed and signed standard County of Mercer Application to:

Mercer County /Human Resources Dept.
125 South Diamond Street
Mercer, PA 16137

**Standard Application can be printed from the link above or can be obtained at the Mercer County HR office located on the basement level of the Courthouse.

Deadline to Apply: May 20, 2024

Must be postmarked by Deadline date