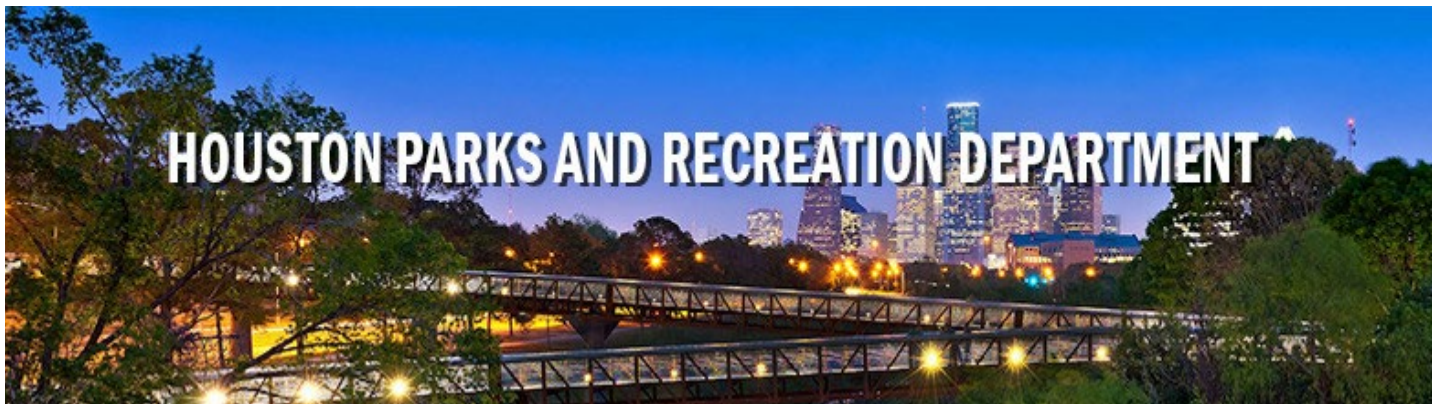




CITY OF HOUSTON
invites applications for the position of:

CUSTODIAN - CC

SALARY: \$15.00 Hourly
OPENING DATE: 10/12/22
CLOSING DATE: 10/26/22 11:59 PM
POSITION OVERVIEW:



APPLICATIONS ACCEPTED FROM: ALL PERSONS INTERESTED

DIVISION: RECREATION & WELLNESS
SECTION: COMMUNITY CENTER OPERATIONS
WORKDAYS & HOURS: VARIOUS*
***Subject to change**

The Houston Parks and Recreation Department is dedicated to building a sustainable community and enhancing the quality of urban life by providing safe well-maintained parks and offering affordable programming for our community. To achieve this mission, HPARD is seeking a **Custodian** to join its **Recreation & Wellness Team**. The potential candidate will play a key role in the following duties:

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Performs janitorial services including floor sweeping and mopping; general dusting and window cleaning.
- Clean and disinfect high-touch surfaces.
- Cleans restrooms.
- Empties trash and sets out for collection.
- Ensure that the facility and grounds (to include restrooms, windows, walls, doors, vents, floors, outside entryways, and a 50 feet radius around the building) are cleaned and de-littered 30 minutes before opening or as directed by the supervisor.
- Identifies maintenance problems and informs supervisor.
- Maintains adequate cleaning supply inventory levels using monthly allotment.
- Organizes and replenishes stock using a daily log of inventory with a running tally.
- Notifies supervisor when supplies are low for re-order.
- Set up and break down tables and chairs for classes and programs.
- Proactive in identifying emergencies and foreseen problems upon opening and closing the facility.
- Performs other related maintenance and janitorial services as requested.

WORKING CONDITIONS

Work consists of routine and repetitive tasks, processes or operations requiring the selection and execution of

simple actions. The position routinely requires lifting of moderately heavy items, such as record boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

MINIMUM REQUIREMENTS:

EDUCATIONAL REQUIREMENTS

Very fundamental levels of the ability to read, write and follow simple oral instructions as might normally be acquired through up to 8 years of formal schooling.

EXPERIENCE REQUIREMENTS

No experience is required.

LICENSE REQUIREMENTS

None

PREFERENCES:

- Applicants with Custodian or Janitor experience will be highly preferred.
- Applicants with a valid Texas Driver's License will be highly preferred.

****Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.****

GENERAL INFORMATION:

SELECTION/SKILLS TESTS REQUIRED

The selection process will involve application review and/or interview.

SAFETY IMPACT POSITION YES

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 4

APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown.

Applications must be submitted online at: www.houstontx.gov.

To view your detailed application status, please log-in to your online profile by visiting: <http://agency.governmentjobs.com/houston/default.cfm> or call 832-395-7108.

If you need special services or accommodations, call (832.395.7108). (TTY 7-1-1).

If you need login assistance or technical support call 855-524-5627.

Due to the high volume of applications received, the Hiring Department will contact you directly, should you be selected to advance in our recruitment process.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

EOE Equal Opportunity Employer

The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #29705
http://www.houstontx.gov						CUSTODIAN - CC
						GM

ONLINE	SUBMISSIONS	REQUIRED
Houston,	TX	77002

careers@houstontx.gov

CUSTODIAN - CC Supplemental Questionnaire

- * 1. Are you a veteran who served on active duty in the Armed Forces (United States Army, Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions?
 - ☐ Yes
 - ☐ No
- * 2. How many months of custodian/janitor experience do you have related to the description of this position?
 - ☐ Less than 3 months
 - ☐ 3 to less than 6 months
 - ☐ 6 to less than 9 months
 - ☐ 9 months or more
 - ☐ I do not have any experience
- * 3. What is the highest level of education you have completed?
 - ☐ Less than 8 years of education
 - ☐ 8 to 11 years of education
 - ☐ High School/ GED
 - ☐ Associate Degree
 - ☐ Bachelor's Degree or Beyond
- * 4. Previous custodian/janitor work setting experience (check all that apply).
 - ☐ Cleaned restrooms
 - ☐ Waxed and buffed floors
 - ☐ Cleaned office buildings
 - ☐ Lifted heavy objects up to 40 lbs
 - ☐ Cleaned large floor and carpeted areas
 - ☐ Restocked supplies
 - ☐ Floor mopping
 - ☐ Polishing
 - ☐ Rug vacuuming and shampooing
 - ☐ Window washing
 - ☐ Furniture unloading and moving
 - ☐ None of the above

- * 5. A very important part of the hiring process requires the applicant to submit their highest level of Completed Education Documentation (High School Diploma/GED/Vocation Certificate/Associate/Bachelor/Master Degree). Have you submitted your Education Document to your application?

- ☐ YES, I have attached my Education Document.
☐ NO, I have not attached my Education Document.

* Required Question