## MONTGOMERY COUNTY JOB POSTING NOTICE

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

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Custodial Services</th>
<th>JOB GRADE:</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE:</td>
<td>Custodian</td>
<td>SALARY:</td>
<td>$16.79 / Hr. ($17.80 after 90 day probation period)</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Conroe</td>
<td>CIVIL SERVICE:</td>
<td>No</td>
</tr>
<tr>
<td>SHIFT HOURS:</td>
<td>Monday – Thursday (4:00pm – 10:00pm) Friday (4:00pm – 9:00pm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBMIT APPLICATIONS:</td>
<td>Montgomery County Human Resources Department</td>
<td>ADDRESS:</td>
<td>501 N. Thompson, Ste. 400 Conroe, TX 77301</td>
</tr>
<tr>
<td>PHONE:</td>
<td>(936) 539 – 7886</td>
<td>FAX:</td>
<td>(936) 788-8396</td>
</tr>
<tr>
<td>E-MAIL:</td>
<td><a href="mailto:jobs@mctx.org">jobs@mctx.org</a></td>
<td>WEBSITE:</td>
<td><a href="http://www.mctx.org">www.mctx.org</a></td>
</tr>
<tr>
<td>OFFICE HOURS:</td>
<td>Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)</td>
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</tbody>
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### 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 background 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
- Driving a county vehicle required
- 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.

<table>
<thead>
<tr>
<th>Position No:</th>
<th>509-3305-0</th>
<th>Requisition No.</th>
<th>2418</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Posted:</td>
<td>10-11-2021 (Continual Posting)</td>
<td>Equal Employment Opportunity Employer</td>
<td></td>
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