**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 (Part-Time / Nights)</td>
<td>HOURLY SALARY:</td>
<td>$15.38 / Hr. ($16.43 after 90 day probation period)</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Magnolia</td>
<td>CIVIL SERVICE:</td>
<td>No</td>
</tr>
<tr>
<td>SHIFT HOURS:</td>
<td>Monday – Thursday (5:00pm – 11:00pm) Friday (6:00pm – 11:00pm)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 8:00pm-5:00pm (Friday- Closed from 12:00pm- 1:00 pm)

**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
- 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>509-3305-511</th>
<th>Requisition No.</th>
<th>3222</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Posted:</td>
<td>03-13-2023</td>
<td>Equal Employment Opportunity Employer</td>
<td></td>
</tr>
</tbody>
</table>