CUMBERLAND COUNTY

DEPARTMENT OF SOCIAL SERVICES
P.O. Box 2429 • Fayetteville, North Carolina 28302-2429
(910) 323-1540 • Fax (910) 677-2232

NOTICE OF VACANCY

September 09, 2010

POSITION #'s : 151-66-009(1st Shift) **CLOSING DATE: SEPTEMBER 20, 2010**

TYPE OF VACANCY: HOUSEKEEPER (JANITOR) MAINTENANCE UNIT

SALARY GRADE: 51 **ANNUAL SALARY: $17,985**

CONDITIONS OF EMPLOYMENT: (The selected applicant will be subject to the following conditions prior to appointment). Failure to complete or fulfill these conditions may result in withdrawal of the conditional employment offer. Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be a basis for withdrawal of the conditional employment offer. Criminal background check required. **Has or is able to obtain a valid North Carolina Drivers License. Must be able to lift a minimum of fifty (50) pounds.**

PREFERRED EDUCATION AND EXPERIENCE REQUIRED: High school diploma or equivalency and one year of experience in custodial maintenance of public or commercial buildings.

MINIMUM EDUCATION & EXPERIENCE REQUIRED: High school diploma or equivalency.

KNOWLEDGES, SKILLS, AND ABILITIES: Knowledge of the methods, materials, and equipment used in custodial work; ability to operate and clean custodial power equipment effectively and safely; ability to follow oral and written instructions; ability to follow schedules for periodic cleaning and to manage time effectively; ability to observe and report needs for maintenance, repairs, and supplies; ability to communicate effectively and courteously with the public; ability to maintain effective working relationships with other employees; knowledge of specifications and requirements for cleaning commercial or public buildings.

DUTIES: Worker insures that doors are locked and other security measures are followed, cleans and services assigned areas daily, including rooms, halls, and stairways; sweeps, vacuums, mops, scrubs,

waxes, buffs floors, shampoos carpets as needed; cleans rest rooms and replenishes supplies on a daily (or more frequent) basis; empties and cleans waste receptacles; disposes trash properly, washes walls, windows, shelves, mirrors, and horizontal surfaces; picks up trash from grounds and parking areas and performs other outside maintenance as assigned; dusts, washes and polishes furniture and woodwork; replenishes supplies of paper, soap, and cleaning materials and solutions; reports needed supplies, equipment, or repairs to supervisor; cleans and maintains power equipment and other cleaning equipment including buffing and stripping pads and cleaning cloths, mops, and sponges; removes stains from a variety of surfaces such as rugs, walls, floors, and fixtures using appropriate chemicals and cleaning solutions; when assigned, delivers waste materials for recycling; moves furniture; performs other related duties as required or assigned.

This position works daily with cleaning chemicals and industrial equipment and must be fully aware of safety issues and practices with hazardous materials in order to reduce accidents in the workplace.

Duties for this position include physically strenuous activities such as lifting heavy objects, moving furniture, operating heavy equipment, stooping, bending, vacuuming, and remaining "on their feet" during the eight-hour workday.

Work schedule is Monday through Friday, 1st Shift - 7:30 p.m. to 5:00 p.m.

APPLICATION: All agency employees should contact SHARON YOUNG, at Ext. 2590, or sharonyoung@ccdssnc.com OR CANDACE TYLER, at Ext. 2604, or candacetyler@ccdssnc.com. All other applicants should mail a State Application (PD 107) and their **test scores** to Cumberland County Department of Social Services, P.O. Box 2429, Fayetteville, NC 28302. **Applications must be received in this office by 5:00 PM (or if mailed, post marked) on the application closing date listed on this announcement.** ***All applicants will be considered, but not necessarily interviewed.*** Appointment to position within the Cumberland County Department of Social Services shall be made without regard to race, sex, age, religious preference, political affiliation, or handicapping condition.

FAXED AND E-MAILED APPLICATIONS ARE NOT ACCEPTABLE.

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THE CUMBERLAND COUNTY DEPARTMENT OF SOCIAL SERVICES HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.

CCDSS IS AN EQUAL OPPORTUNITY EMPLOYER

PLEASE INDICATE THE POSITION NUMBER(S) WHEN APPLYING.