

Custodial Worker

Part-time casual position working 15 to 18 hours per week.
Work consists of evening hours Monday through Thursday.

This position is responsible for routine manual work in the custodial and/or maintenance care of the Mercer County Behavioral Health Commission building.

Incumbent of this position will be responsible for such duties as:

PRIMARY FUNCTIONS OF JOB

- Incumbent of this position will be responsible for such duties as mopping, dusting and polishing of floors, furniture and fixtures.
- Responsible to clean and service restrooms, as well as, replenish restroom supplies.
- Clean building by emptying wastebaskets and taking out trash, sweeping, vacuuming and dusting
- Clean glass doors and mirrors.
- Replacement of burned out light bulbs and smoke detector batteries as needed.
- Making simple repairs within BHC building and/or identifying and reporting needed repairs to supervisor.
- Operating and caring for vacuum cleaners and other janitorial equipment.
- Responsible to communicate to purchasing agent supplies that are needed to perform custodial and/or maintenance duties.
- Will assist purchasing agent with building custodial and maintenance issues, such as the semi-annual project of window, carpet, and floor cleaning or moving and lifting of equipment and furniture.

OTHER DUTIES OF THE JOB

- The incumbent of this position encounters confidential information and must maintain strict confidentiality as defined by state and federal regulations and agency policy.
- Position will require participation and active involvement in departmental functions to support organizational philosophies and mission.

- Position will participate in Quality Assurance activities as required to ensure facility is maintained at highest level.
- Performs other job-related duties as required and/or assigned.

High School diploma or GED required.

Interested candidates may access an application packet on agency website or pick up an application at the Mercer County BHC office.

Applications must be received at this office by the close of business Friday, November 7, 2018.

ATTN: Karen Myers, Personnel
Mercer County Behavioral Health Commission, Inc.
8406 Sharon-Mercer Road
Mercer, PA 16137

Or e-mail application to:

karen.myers@mercercountybhc.org

Affirmative Action/Equal Opportunity Employer