

COMMONWEALTH OF PENNSYLVANIA
TREASURY DEPARTMENT

UNION POSITION VACANCY

THIS NOTICE IS TO ANNOUNCE THAT A
VACANCY EXISTS AS DETAILED BELOW

- (1) **Class Title:** Custodial Worker I (part-time)
- (2) **Class Code:** T8021
- (3) **Office:** Bureau of Support Services
- (4) **Pay Range:** 2
- (5) ***Last Day to apply for posted positions:** 2/20/18
- (6) **Work Hours:** 5:00pm-8:45pm, Monday through Friday
- (7) **Work Location:** Finance Building, Harrisburg, PA 17120

Patrick C. Tighe/pbf
Director of Human Resources

2/12/18
Date

TREASURY EMPLOYEES SHOULD USE THE ATTACHED BID FORM TO APPLY, WHICH CAN BE EMAILED TO PBLANCH-FRIEDRICH@PATREASURY.GOV. NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

ANYONE (other than Treasury employees) INTERESTED IN THIS POSITION USE ATTACHED APPLICATION OR GOTO <http://www.pat treasury.gov/careers/> TO FILL OUT AN APPLICATION. PLEASE SUBMIT TO PBLANCH-FRIEDRICH@PATREASURY.GOV NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

CUSTODIAL WORKER 1

DEFINITION: This is a permanent part-time, salaried position. The position is routine manual work in the custodial care of public institutional buildings and surrounding grounds. Hours for this position are 5:00 p.m. to 8:45 p.m., Monday through Friday.

An employee in this class performs a variety of tasks of an unskilled nature in connection with cleaning functions. Work involves the use of custodial supplies and modern cleaning equipment, and may involve the moving and lifting of heavy furniture. Work is performed in accordance with a well-established routine, and is subject to inspection during progress or upon completion for attainment of established standards of cleanliness.

EXAMPLES OF WORK PERFORMED: Washes, waxes, dusts, and polishes floors, furniture and fixtures; cleans and polishes brass; cleans lavatories and replaces lavatory supplies; disposes of waste paper.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Ability to learn the materials, methods, and practices used in custodial work.

Ability to learn the operation and care of vacuum cleaners, scrubbing machines, polishing machines, and other janitorial equipment.

Ability to understand and follow simple oral and written instructions.

Ability to exercise care in the use of cleaning materials for different types of building surfaces.

Ability to work effectively with others.

Sufficient physical strength to work as custodial tasks.

MINIMUM EXPERIENCE AND TRAINING: No previous experience and training required.