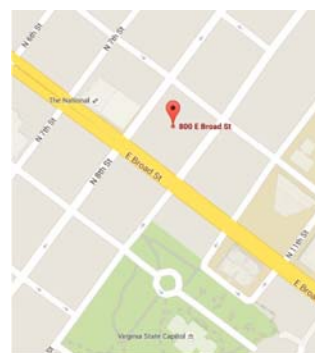




Position Overview

The Library of Virginia is seeking two part-time evening Housekeepers to provide a full range of housekeeping services. Normal work hours are 5:30 PM to 9:30 PM with the ability to work Monday through Friday with rotating Saturdays. Responsibilities include, but are not limited to, trash collection and removal, sweeping, dusting, mopping, vacuuming, spot cleaning carpets, cleaning and disinfecting restrooms, restocking supplies, and assisting the Facilities Housekeeping Manager, Facilities Coordinator, Event Services Coordinator, and Facilities Director as needed for emergencies and/or special assignments.



OUR LOCATION:

800 East Broad Street
Richmond, VA 23219

The Library of Virginia

The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 123 million & 3 million respectively. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government.



As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.

THE LIBRARY OF VIRGINIA'S MAIN BUILDING

HOUSEKEEPER - 2ND SHIFT (Housekeeping and/or Apparel Worker I)

Position Number 00533
\$9.49 Per Hour
Part-Time

Qualifications

- Demonstrated experience in housekeeping in a public, private, or institutional setting;
- Knowledge of cleaning techniques, materials, chemicals, methods, and equipment;
- Ability to communicate effectively, both orally and in writing;
- Ability to lift and handle loads up to 50 pounds;
- Ability to climb and work from a ladder;
- Ability to stand for long periods of time;
- Ability to bend and stoop;
- Ability to work with and tolerate exposure to a variety of cleaning products and solutions; and,
- Ability to work normal hours of 5:30 PM to 9:30 PM Monday through Friday, with rotating Saturdays.

Preferred

- Graduation from high school or equivalent preferred; and,
- Commercial cleaning experience preferred.

An equivalent combination of education, training, and experience may substitute for educational requirements.

To Apply

Candidates must submit a fully completed Virginia state employment application online at virginiajobs.peopleadmin.com for position #00533. Two positions will be filled from this recruitment.

Please visit our website at www.lva.virginia.gov for additional information about the agency. **Selected candidate must complete a criminal background check.**

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, individuals with disabilities, veterans, and people with National Service experience to apply. Reasonable accommodations are available to persons with disabilities during the application and/or interview process per the Americans with Disabilities Act. **An EEO/AA/ADA Employer**

The Office of Human Resources can be reached at 804/692-3586 or by email at nancy.epperly@lva.virginia.gov.

Applications for this position must be received by 11:59pm on April 18, 2018.