



HOUSEKEEPING SERVICES ASSISTANT-2ND SHIFT

Positions #00502 & #00511 (Part-Time), Pay Band 1

Housekeeping and/or Apparel Worker I; 79071

Hourly Rate: \$13.00 per hour

NOT TO EXCEED 28 HOURS PER WEEK

Open to the General Public

The Library of Virginia is seeking two part-time evening Housekeeping Services Assistants to help maintain the cleanliness of all public and non-public areas of the Library of Virginia by performing the following duties daily or on a prescribed schedule:

- Empty trash;
- Clean windows/sills;
- Dust mop floors;
- Damp and wet mop floors;
- Dust furniture, pedestals, plexiglass and other surfaces;
- Vacuum carpet and remove stains from carpet;
- Vacuum upholstery and clean vinyl and leather items;
- Clean restrooms thoroughly;
- Restock supplies and fill wall dispensers and napkin machines;
- Assist with other floor maintenance duties;
- Clean supply closet and equipment including floor machines, vacuums and other equipment;
- Set up and break down; move furniture (tables and chairs) and related items for a variety of special events;
- Support the movement of the Library of Virginia physical property and other projects when assigned; and
- Report all items in need of repair within the Facility to the Supervisor and/or designee.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

Core Responsibilities

35% - Basic Housekeeping Tasks

20% - Restroom Cleaning

15% - Exterior Cleaning

15% - Event Support Services

10% - Maintain Equipment & Supplies

5% - Other duties as needed

Required Qualifications

- Knowledge of cleaning techniques, materials, chemicals, methods, and equipment;
- Ability to communicate effectively, both orally and in writing;
- Ability to understand and follow spoken directions;
- Ability to read and understand written instructions;
- Ability to establish and maintain cooperative working relations with others;
- Ability to stand and walk up to 4 hours;
- Ability to use hands to handle a variety of cleaning equipment, reach with hands and arms, balance and stoop, kneel, crouch, bend, and crawl;
- Ability to lift and handle loads up to 50 pounds;

- Ability to climb and work from a ladder;
- Ability to work safely and follow all safety and security procedures;
- Ability to work with and tolerate exposure to a variety of cleaning products and solutions;
- Ability to work normal business hours of 5:30 pm to 9:30 pm Monday through Friday, and be available to work from 4:00 pm to midnight Monday through Friday, if needed;
- Ability to work additional hours on Saturdays from as early as 8:30 am to as late as midnight for special events; and
- Follow all supervisory and/or managerial instructions.

Preferred

- Prior custodial and housekeeping services experience; and
- Prior Event Services experience.

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

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com/> for position #00502. **This position is open until filled.**

Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time. Candidates who apply to this position will be considered for additional Housekeeping Services Assistant positions. Questions should be directed to the Office of Human Resources at (804) 692-3586 or nancy.epperly@lva.virginia.gov. Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact nancy.epperly@lva.virginia.gov or 804-692-3586.

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800- 552-5019, or DBVI at 800-622-2155.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at (804) 692-3586 or email nancy.epperly@lva.virginia.gov.

SPECIAL REQUIREMENTS

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.