



HOUSEKEEPING SERVICES ASSISTANT-2ND SHIFT

Positions #00502 (Part-Time), Pay Band 1
Housekeeping and/or Apparel Worker I; 79071

Hourly Rate: \$12.00 per hour

NOT TO EXCEED 28 HOURS PER WEEK

Open to the General Public

The Library of Virginia is seeking seven 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.

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.

Candidates who apply to this position will be considered for additional Housekeeping Services Assistant positions.

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 5:00 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. **First review of applications will begin on Friday, May 21, 2021.**

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.

Selected candidate must complete 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.

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 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. 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.

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