

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Custodial Worker -*Part-Time #50567053

ANNOUNCEMENT NO. 059-2019

SALARY: WS-209 / Minimum \$11.64 / Maximum \$20.87 hourly

LOCATION: LA Military Department, LANG-GL, Gillis W. Long Center, Carville, Louisiana

OPEN: 15 March 2019

CLOSE: Open Until Filled

**Part Time Employment is employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave at reduced rate, but receive no other benefits (i.e. insurance or retirement). No Overtime allowed.*

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** This position requires recent laundry and janitorial experience, a dependable work attendance history and the ability to supervise and work well with employees and managers. Must be physically capable to perform laundry and cleaning services. May be required to operate State vehicle, laundry and janitorial equipment (washing machine, dryer, carpet extractor, floor buffer, wet/dry vacuum, etc.). Must have the ability to occasionally work weekends and holidays.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a Sexual Harassment-Free Environment.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. **POSITION DESCRIPTION:** Clean bathrooms, office hallways and any other assigned areas by sweeping, mopping, scrubbing and polishing. Empties and decontaminates trash containers. Disposes of infectious waste when assigned. Moves, rearranges and dusts furniture and fixtures. Mixes or blends routine cleaning solutions to proper concentrations as necessary for various tasks. Cleans and waxes floors using industrial size mops and/or machines strips and polishes floors using buffing machines. Washes blinds, windows and walls with prescribed solutions. Sweeps sidewalks, porches and title surfaces. Operates wet/dry vacuum for cleaning and shampooing carpeted areas. Strips, decontaminates and makes beds for residents. Replace light bulbs and/or reports safety hazards to Supervisor. Folds and issues clothing and linens when assigned. Performs custodial related duties necessary to maintain cleanliness and sanitary conditions. Performs many custodial tasks necessary for the up-keep of the buildings and grounds. Must maintain and wear all safety related equipment and/or report any violations or deficiencies. Must use energy conservation measures and ensure that these measures are taken daily before leaving the job site. Maintain accountabilities of all equipment and ensure data cards are up to date. Maintain and practice good environmental protection measures. Must inform the supervisor of all telephone and address changes. Perform other duties as assigned.

5. **APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Carol Hadley
LMD-HR, 5445 Point Clair Road, Carville, La.
E-mail: carol.m.hadley.nfg@mail.mil
Office: (225) 319-4814 / Fax: (225) 319-4772