



STATE OF LOUISIANA
invites applications for the position of:
Custodial Worker 3 -*Part-Time
#50567053

An Equal Opportunity Employer

ANNOUNCEMENT NO. 035-2024

OPENING DATE: February 28, 2024

***CLOSING DATE:** March 13, 2024 **Amended**

SALARY: MW-210 / \$17.18 - \$30.92 hourly

JOB TYPE: Unclassified, *Part-Time

LOCATION: LANG-GL, Carville, LA

BENEFITS:

Accrue annual and sick leave at reduced rate

***Part-Time employment** is employment of No more than 20 hours per week, paid hourly. No Overtime allowed.

Louisiana Military Department



LANG-GL

Gillis W. Long Center



The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.

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.

POSITION DESCRIPTION:

Works under the supervision of the Custodial Manager. Clean bathrooms, office hallways and any other assigned areas by sweeping, mopping, scrubbing and polishing. Cleans and waxes floors using industrial size mops and/or machines strips and polishes floors using buffing machines. Washing blinds, windows, and walls with prescribed solutions. Sweeps sidewalks, porches and tile surfaces. Operates commercial sidewalk cleaning machine. 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.

POSITION QUALIFICATIONS:

This position requires 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. Maybe 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.

GENERAL: Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Department of Defense Common Access Card (CAC) Card. Periodic 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.

OTHER REQUIREMENTS: 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.

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

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

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).

- State Application: The LANG-LMD-H Form 10 (State Application) is located at:

<http://geauxguard.la.gov/join-us/state-technician-vacancies>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 4:00 p.m. CST:

SFC Ashley Ray
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, LA
E-mail: ashley.g.ray.mil@army.mil
Office: (225) 319-4766