



# ANNOUNCEMENT

## EMPLOYMENT POSITION AVAILABLE

Job Title: Custodian  
Job Location: Youngtown, Arizona  
Emp. Type: Part-time, FLSA, Non-Exempt  
Salary: \$12.52 - \$14.42 per hour, DOE (Monday through Friday 15 to 20 hours per week)  
Part-time flexible hours  
Open Date: October 16, 2020  
# Of Openings: 1  
**Deadline to Apply: position open until filled**

The Town of Youngtown is seeking a part-time cleaning position for Town facilities. This position reports to the Public Works Manager.

Salary: DOE

Benefits: There are Sick Pay benefits for this position.

Experience: Custodial experience is preferred but not necessary.

Submit supplemental questionnaire directly to Jeanne Blackman, Town Manager, 12030 Clubhouse Square, Youngtown, Arizona 85363, [jblackman@youngtownaz.org](mailto:jblackman@youngtownaz.org).



## 2019 SELECTION OF CUSTODIAN PACKET

 **PACKET INCLUDES:**

- **JOB DESCRIPTION**
- **APPLICATION FOR EMPLOYMENT FORM (INCLUDE RESUME - OPTIONAL)**
- **SUPPLEMENTAL QUESTIONS**

 **BENEFITS INCLUDE:**

**SICK PAY**

 **PLEASE RETURN COMPLETED PACKET TO:**

**JEANNE BLACKMAN, TOWN MANAGER  
TOWN OF YOUNGTOWN  
12030 CLUBHOUSE SQUARE  
YOUNGTOWN, AZ 85363  
[jblackman@youngtownaz.org](mailto:jblackman@youngtownaz.org)  
623.933.8286**



Town of Youngtown  
12030 Clubhouse Square  
Youngtown, Arizona 85363

## Job Title: Custodian

Department: Public Works

Immediate Supervisor: Marty Mosbrucker, Public Works Manager

Origination Date:	May 26, 2017
Revision Date:	October 16, 2020
FLSA Status	Non-Exempt

The below statements are intended to describe the general nature and level of work performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

### **BRIEF DESCRIPTION:**

<b>ESSENTIAL FUNCTIONS</b>
<i>This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.</i>
Vacuum carpets; walk off mats, spot clean carpet for spills, etc. Clean carpets as needed in each building
Dust and mop floors
Dust furniture and all horizontal surfaces within reach and damp wipe horizontal surfaces with appropriate cleaner
Clean restrooms: refill supply dispensers, clean and disinfect restroom fixtures, clean mirrors, clean counters, clean faucets and other fixtures, clean/disinfect toilets/urinals, refill odor misters and clean floors
Clean and polish drinking fountains
Clean inside and outside of front doors
Dust and damp wipe window sills
Spot clean: all walls, light switches, doors and partition glass
Empty and remove trash cans, replace liners as necessary

### ESSENTIAL FUNCTIONS

Empty recycle containers – take to designated area
Empty paper shredder as necessary
Wash windows inside and out of all buildings
Clean kitchen cabinets, stove and refrigerator twice a year (Clubhouse Kitchen)
Clean park restrooms bi-weekly
Monitor the cleaning chemicals, consumable supplies (not mentioned above), restroom consumables, trash liners, soap, etc., and notify the Public Works Manager
Pour water and enzyme odor remover in floor drains
Supports the relationship between the Town of Youngtown and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and staff; promotes the Town’s goals and priorities, and complies with all Town policies and procedures.
Maintains absolute confidentiality of work-related issues and Town information; performs other duties as required or assigned.

### JOB REQUIREMENTS

<b>FORMAL EDUCATION / KNOWLEDGE/EXPERIENCE GUIDELINES</b>	High School Diploma or GED equivalent; one year of experience in janitorial work is preferred but not required.
<b>SAFETY/OPERATIONAL EXCELLENCE</b>	Town policies and procedures, Town safety rules and regulations, occupational hazards and safety precautions. Materials and equipment used in cleaning and maintaining buildings and equipment.
<b>SKILL IN:</b>	Operating and maintaining tools and equipment in a safe and effective manner. Closely following verbal and written instructions and procedures.
<b>COMPUTER</b>	Basic skills required.
<b>LICENSE AND CERTIFICATION REQUIREMENTS:</b>	A valid Arizona State Driver’s License is required.
<b>PHYSICAL REQUIREMENTS:</b>	Work is performed in Town facilities; requires ability to bend, reach, stoop, and lift objects; may be exposed to safety hazards and dangerous tools and equipment; safety precautions must be followed, include use of safety equipment.





**TOWN OF YOUNGTOWN**  
**12030 CLUBHOUSE SQUARE**  
**YOUNGTOWN, ARIZONA 85363**  
**OFFICE (623) 933-8286**  
**TDD (623-974-3665)**

## **APPLICATION FOR EMPLOYMENT**

All applicants for all positions are considered without regard to race, color, religion, sex, national origin, age, disability or veteran status, or any other legally protected status. A qualified individual with a disability may request a reasonable accommodation during the employment process. Employment eligibility is verified through the E-Verify program as required by A.R.S. § 41-440.

For application to be considered, you MUST: 1) type or print all answers; 2) supply all requested information, resumes may only serve as a supplement; 3) not falsify the application in any way; 4) provide comprehensive employment information, including volunteer work. The information you provide will determine your qualifications for employment or eligibility for evaluation.

### **GENERAL INFORMATION:**

POSITION APPLYING FOR \_\_\_\_\_

NAME \_\_\_\_\_  
(LAST) (FIRST) (INITIAL)

ADDRESS \_\_\_\_\_  
STREET CITY/STATE ZIP

PHONE: HM ( ) \_\_\_\_\_ - \_\_\_\_\_ MSG ( ) \_\_\_\_\_ - \_\_\_\_\_

Are any of your relatives (marriage also), employed by the Town of Youngtown?

YES \_\_\_ NO \_\_\_ IF SO, WHAT DEPT? \_\_\_\_\_

I will accept (check all that apply):

REGULAR

TEMPORARY

\_\_\_ Full-time

\_\_\_ Full-time

\_\_\_ Part-time

\_\_\_ Part-time

SHIFT 8AM – 5PM ONLY \_\_\_ EVENINGS \_\_\_ NIGHTS \_\_\_

ROTATING SHIFTS \_\_\_

Have you ever been convicted of any violations of federal, state, local or military law or statute?

Yes \_\_\_ No \_\_\_ (if yes, explain

\_\_\_\_\_

\_\_\_\_\_

NOTE: CONVICTION IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED INDIVIDUALLY BASED ON JOB REQUIREMENTS

Have you ever been convicted of any violations of federal, state, local or military law or statute?

Yes \_\_\_ No \_\_\_ (if yes, explain

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NOTE: CONVICTION IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED INDIVIDUALLY BASED ON JOB REQUIREMENTS

HAVE YOU EVER BEEN TERMINATED OR FORCED TO RESIGN DUE TO MISCONDUCT OR UNSATISFACTORY SERVICE? YES \_\_\_ NO \_\_\_ IF YES, PLEASE

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EDUCATION, TRAINING AND SKILLS

CIRCLE HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12 OR GED

Colleges/university or Trade Schools	City/State	Major Coursework	Sem. Hrs.	Degrees Completed

Professional Certificates, Licenses or Memberships:

Driver's License? Yes \_\_\_ No \_\_\_ Classification \_\_\_\_\_ License Number \_\_\_\_\_

List any specialized training you may have received that relates to this position (include number of hours and course content)

List any equipment that you are able to operate that relates to this position

Language Proficiency (other than English)  
Language \_\_\_\_\_ Speak Read Write

Have you ever served in the U.S. Armed Forces? \_\_\_ yes \_\_\_ no  
From (mo/yr) \_\_\_\_\_ To: \_\_\_\_\_

Type of Discharge \_\_\_\_\_

Specialized training or experience:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPERIENCE: Begin with your present or most recent position. List all jobs held, paid, or volunteer, over the last ten years. Your qualifications will be evaluated on the basis of the information provided on this application. You may attach a separate sheet if additional space is needed, or to include applicable experience prior to ten years ago.

Employer wk. Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per
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_____	_____	_____	_____ To _____	_____
Supervisor _____	_____	_____	_____ To _____	_____
Phone # _____	_____	_____	_____ To _____	_____
# of employees you supervise: _____	_____	_____	_____ To _____	_____

			_____ To _____ _____	_____
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May we contact your present employer? Yes \_\_\_ No \_\_\_ Please list your primary job duties below:

\_\_\_\_\_

\_\_\_\_\_

REASON FOR WANTING TO LEAVE:

Employer wk. Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per
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_____	_____	_____	_____ To _____	_____
_____	_____	_____	_____ To _____	_____
Supervisor _____	_____	_____	_____ To _____	_____
Phone # _____	_____	_____	_____ To _____	_____
# of employees you supervise: _____	_____	_____	_____ To _____	_____

May we contact this employer? Yes \_\_\_ No \_\_\_ Please list your primary job duties below:

\_\_\_\_\_

\_\_\_\_\_

REASON FOR WANTING TO LEAVE:

Employer wk. Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per
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_____	_____	_____	_____ To _____	_____
_____	_____	_____	_____ To _____	_____
Supervisor _____	_____	_____	_____ To _____	_____
Phone # _____	_____	_____	_____ To _____	_____
# of employees you supervise: _____	_____	_____	_____ To _____	_____



Supervisor _____ _____ _____ Phone # _____ # of employees you supervise: _____	_____ _____ _____	_____ _____ _____	To _____ _____ To _____ _____ _____ _____ _____ _____ _____
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May we contact this employer? Yes \_\_\_ No \_\_\_ Please list your primary job duties below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR WANTING TO LEAVE:

EOE

**READ THIS APPLICATION AND YOUR ANSWERS BEFORE SIGNING BELOW**

By signing this application, I certify that all information on this form is true to the best of my knowledge, and any omissions or mis-statements of facts may be cause for rejection of this application or discharge from Town service. I also authorize the Town of Youngtown to make all necessary and appropriate investigations allowable by law to verify the information provided. It is my responsibility to keep my department head advised about any changes of address or phone numbers.

\_\_\_\_\_  
\_\_\_\_\_  
DATE

SIGNATURE

Rev. 7/11