

### Opening: *Janitor, Department of Veteran Affairs*

**Location:** Florence, SC

**Pay Rate:** TBD

**Schedule** TBD

**Minimum Requirements:** High school diploma or GED equivalent. Minimum, one year of experience in the care and cleaning of buildings with the ability to pass/maintain a clean background screening.

**Basic Services:** The specific tasks below are considered "general cleaning" and are performed three (3) times per week for the duration of the contract. The employee will provide services for:

- **Flooring.** All floors, including floor mats, accessible to floor machines will receive floor maintenance. After receiving floor maintenance, the entire floor will have a uniform coating of nonskid floor finish, have a uniform, glossy appearance, and be free of scuff marks, heel marks, and other stains and discoloration. All floor maintenance solutions will be removed from baseboards, furniture, trash receptacles, corners, wall abutments, baseboards and areas behind radiators and pipes etc. The techniques used depend upon the materials, equipment, and personnel used to do the job. The employee needs to apply the appropriate technique only to the portion of the floor needing work to bring the entire floor up to the standard.
- **Trash.** All receptacles will be emptied of trash, cleaned as needed, returned to their original location, and rubbish removed from the premises. Boxes, cans, paper placed near a trash receptacle and marked "TRASH" will be removed. Items within recycling receptacles will be disposed of in the appropriate recycling receptacles.
- **Furniture and surfaces.** All surfaces, such as window sills, window blinds, hand rails, wood strips, door frames, exposed piping, light fixtures, furniture, covers and diffusers, ceiling and walls within six (6) feet from the finished floor will be free of lint, dust, dirt, cobwebs, marks, finger prints, smudges, and other accumulated soils/ residues. Desktop items, such as papers, are not to be disturbed. Anything moved while performing basic services will be returned to its original position.
- **Drinking fountains.** Clean and disinfect all porcelain and polished metal surfaces, including the cabinet, percolator orifices, and drains. After cleaning, the entire drinking fountain will be free from streaks, stains, spots, smudges, scale and other obvious soil.
- **Restrooms.** Restrooms will be cleaned, sanitized, and all finishes are clean, streak, and smudge free. De-scaling will be performed as required, but at least monthly. After descaling, the entire surface will be free from streaks, stains, scale, scum, urine deposits, mineral deposits, and rust stains. Restroom Supplies. Restrooms will be stocked for regular use. Factory rejected paper products will not be used. Employee will ensure restrooms are stocked so that supplies (paper towels, toilet paper, and soap) do not run out and that dispensers are in working order. Restrooms with electrical hand dryers do not require stocking of paper towels. If supplies run out prior to the next service date, the employee will refill within one day of notification or next scheduled cleaning appointment, whichever is sooner, at no additional cost to the government.

**Annual Tasks:** Ranger Station Offices Restroom, the following periodic task cleaning will be performed annually. Schedules will be coordinated with government. The exact date the task is to be started and completed must be specified.

- Clean carpets (shampooing) Heavy furniture will not be moved for cleaning

To apply: Please submit an employment application by email to [info@hpcemployment.com](mailto:info@hpcemployment.com) or by fax to (310) 756-1562. An application can be obtained from our website at [www.hpcemployment.com](http://www.hpcemployment.com) on the "Careers" page under the "Forms" tab.