

Capital Area Rural Transportation System (CARTS)  
Headquarters Office: 5300 Tucker Hill Ln  
Cedar Creek, TX 78612  
www.RideCARTS.com

*CARTS provides transportation services in nine Texas counties surrounding the capital city:  
Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Travis, and Williamson.*

*CARTS is a public agency, a transportation district.*

*CARTS is an Equal Employment Opportunity employer.*

## Job Posting

<b>Position:</b> Janitor (Part-time)	<b>Opening Date:</b> January 9, 2019
<b>Wage:</b> \$11.57 - \$12.57 per hour	
<b>Work Location:</b> Cedar Creek	<b>Closing Date:</b> January 25, 2019 or until filled

### **Position Summary**

Keeps buildings and grounds in clean and orderly condition.

### **Work Schedule**

Part-time position; Monday – Friday; 20 hours per week  
10:00 a.m. – 2:00 p.m., with some flexibility in these hours

### **Wage**

\$11.57 – \$12.57 per hour

### **Requirements**

#### Required and Preferred Qualifications

- At least one year previous janitorial experience (preferred)
- Current Texas Driver License with good driving record (preferred)

#### Physical Requirements

- Ability to use a ladder
- Ability to lift up to 50 pounds
- Ability to walk and stand the entire work period
- Ability to repetitively bend or stoop

#### Required Knowledge, Skills, Abilities

- Knowledge of chemicals used for cleaning and knowledge of safe handling
- Ability to follow instructions
- Ability to show initiative in work approach
- Ability to communicate with others with a pleasant and courteous manner

## **Summary of Functions and Responsibilities**

1. Responsible for keeping the station building— including offices, bathrooms, break room, kitchen area, and lobby— and building grounds clean, sanitary, and attractive.
2. Provides regular cleaning and surveying of all areas. Reports to supervisor any possible safety risk to visitors or employees.
3. Maintains all bathrooms in tidy condition- cleans sinks, toilets, floors, and other areas.
4. Keeps all floors clean, including sweeping, vacuuming, scrubbing and mopping.
5. Provides dusting and general surface cleaning.
6. Keeps all office equipment clean and other equipment and appliances clean (such as vending machine, refrigerator, and microwave).
7. Safely uses and stores cleaning agents.
8. Picks-up trash and empties bins in a timely manner.
9. Cleans windows, glass, and mirrors; wipes down walls and baseboards.
10. Stocks the restrooms and kitchens with supplies.
11. Notifies supervisor regarding needed repairs or problems.
12. Unclogs backed-up toilets.
13. May occasionally wash vehicles including buses.
14. May be required to move furniture or freight.
15. May use insecticides as needed.
16. Safeguards CARTS property and reports misuse, destruction or loss immediately.
17. Performs other duties as needed.

## **Application Procedure**

- (1) Obtain a CARTS application.
  - Applications are available at most CARTS stations (including in Bastrop, Cedar Creek, Georgetown, and San Marcos)
  - Applications can be printed from: [www.RideCARTS.com/about/employment](http://www.RideCARTS.com/about/employment)
- (2) Submit a CARTS application.
  - Mail application to: CARTS  
PO Box 6050  
Austin, TX 78762
  - Hand deliver application to: CARTS, 5300 Tucker Hill Ln, Cedar Creek, TX 78612

*(faxes are not accepted)*

## **Equal Employment Opportunity (EEO)**

All qualified applicants will receive consideration for employment without regard to the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by law.