

Tennessee Secretary of State  
Tre Hargett



Division of Human Resources & Organizational Development  
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**Custodial Worker 2**

**Tennessee Department of State  
Tennessee State Library and Archives**

**Supervisor:** Director of Facilities and Security

**Summary:** Provide custodial services by performing general cleaning at TSLA.

**Shift Schedule:** Current shift - 5 day workweek, 8:00 A.M. – 4:30 P.M. Schedule may include working alternate shifts, for instance Tuesday through Saturday, and also may include changing shift hours

**Duties/Responsibilities:**

- Unlocks the building and assists in turning on lights.
- Performs daily custodial duties of trash collection, recycling, dusting and vacuuming.
- Cleans restrooms daily including basins, commodes, walls, and wet mopping restroom floors daily.
- Cleans breakrooms daily including basins, floors, walls, refrigerator exteriors, and countertops.
- Dusts window sills, woodwork, tops of cabinets and other surfaces, as needed.
- Cleans water fountains.
- Polishes chrome and brass.
- Dust mops floors as needed.
- Cleans interior and exterior glass surfaces as needed.
- Cleans garage and exterior perimeters of the building.
- Is available to come into work for building emergencies after hours.
- Responsible for delivering the daily deposit to the Fiscal Office in the TN Tower.
- Responsible for set-up/take-down for library events and workshops in the meeting rooms and outdoor patios.
- Pressure-washes interior and exterior of the building as needed.
- Performs other duties as required.

**Minimum Qualifications:**

**Education and Experience**

- Knowledge of basic reading, writing and arithmetic sufficient to understand simple written instructions for reading label directions on chemicals used and to mix same in proper proportions.
- Knowledge of general building operating and emergency procedures.

- Knowledge of operating custodial-related tools and equipment including floor scrubber, buffers, and vacuums, and performing light maintenance of equipment utilized.

**Knowledge and Abilities:**

- Possesses skills in or demonstrates ability to learn basic computer operation.
- Possesses skills or demonstrates ability to learn how to use proper chemicals to clean specific surfaces.
- Ability to learn and perform custodial work of routine difficulty.
- Approaches staff members and the public in a friendly, professional manner.
- Writes clear correspondence.
- Works in close proximity with co-workers.
- Ability to follow written or oral instructions.

**Physical Requirements:**

- Physical ability to perform all custodial duties.
- Ability to assist with set-up/take-down at Library events and workshops.
- Possesses ability to lift a minimum of twenty (20) pounds.
- Capable of walking during routine custodial and maintenance duties.

**Health, Safety and Collections Security:**

- Assists the organization to create a safe and healthy working environment by working safely with the equipment provided.
- Follows instructions given for health and safety purposes and immediately reports any unsafe working practices or hazardous working conditions.
- Takes whatever measures are necessary to protect the collections from loss, mutilation or theft.

**Salary**

- \$31,212 annually with the full State of Tennessee benefits package.

**To apply, please email your resume to [sos.hr@tn.gov](mailto:sos.hr@tn.gov)**