

## NOTICE OF JOB OPENING

POSITION: **Part-Time Driver / Custodian - Unclassified**

SALARY: \$8.25 per hour

HOURS: Not to Exceed 19 hours/week

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Opening Date: March 8, 2018

Closing Date: March 23, 2018

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### JOB DESCRIPTION

Daily custodial duties include sweeping, mopping, sanitizing surface areas, vacuuming, dusting and emptying trash in all areas of the Senior Center facility. As directed, assist kitchen staff with preparation of congregate and home-delivered meals; washing dishes and performing kitchen/dining room clean-up tasks. As necessary, perform outdoor grounds maintenance, such as weeding, raking, watering plants, etc. As needed, transport elderly participants to the Senior Center for congregate meals and other activities; provide local transportation to medical and business facilities; provide long distance transportation to areas such as Fallon, Reno and other areas as determined by the program director; as needed, deliver meals to home-bound clients; and prepare/ maintain written records pertaining to performance of duties. **More detailed job description and eligibility criteria available at the Senior Center.**

### MINIMUM QUALIFICATIONS

1. Must be at least 18 years of age.
2. High School Diploma or GED equivalent.
3. Possess and maintain a valid Nevada driver's license with good driving record.
4. Physically capable of lifting/carrying up to 50 lbs. and standing/walking for long periods of time.
5. Must be familiar with geographic location and proficient in reading maps.
6. As a safety sensitive position, applicants MUST successfully pass a pre-employment drug screen and criminal background check. **Criminal background check criteria is based on the Nevada State Aging and Disabilities Services Division (ADSD) General Service Specifications and Nevada Revised Statutes (NRS) 449.174.** Position may be subject to additional eligibility criteria in accordance with ADSD service requirements. Detailed information can be obtained at the Senior Center.

Applications available at ***Mineral County Senior Center***, 975 K Street, Hawthorne, NV.  
Call (775) 945-5519 for more information.

***Mineral County is an Equal Opportunity Provider and Employer***

***ADA Accommodations Available***

***This is a safety sensitive position. Successful applicants will submit to a pre-employment drug-screening and a criminal background check.***

***Mineral County is a Drug- and Alcohol-Free Workplace***