

TRANSFER OPPORTUNITY

POSTED:	DECEMBER 5, 2008
POSTING DOWN:	DECEMBER 12, 2008

HOUSEKEEPER HOUSE SERVICES

SHIFT:	3:00 PM – 11:30 PM OCCASIONAL WEEKENDS & HOLIDAYS
GRADE:	2
STATUS:	FT
POSITION CODE:	2113

BASIC PURPOSE:

Performs repetitive tasks in maintaining all assigned areas of the hospital, Family Medicine Building, Doctor's Office Building, 4C's Building and in a sanitary and attractive condition.

QUALIFICATIONS:

1. Requires a high school diploma, GED or comparable.
2. Ability to follow written and verbal instructions.
3. Ability to participate in and understand an ongoing in-service program on techniques and procedures.
4. Good coordination including ability to operate mechanical devices.

INTERNAL CANDIDATES:

COMPLETE A TRANSFER REQUEST & SUBMIT TO THE HUMAN RESOURCES DEPARTMENT

EXTERNAL CANDIDATES:

APPLY AT WORKFORCE FOR WV (CLARKSBURG JOB SERVICE) AT 321 W. MAIN ST., CLARKSBURG, WV 26301 (GOFF BUILDING-4TH FLOOR)