

Administrative Assistant

position available! Starting Salary: \$16.00 per hour.

For more information, see MWE job order#1379591.

To Apply:

E-MAIL YOUR résumé to: lisa.nash@maryland.gov

Lisa Nash, Business Consultant lisa.nash@maryland.gov (410) 396-7873 5/19/2021

MSP SUPERIOR SERVICES

HIRING!

Janitors

Daily job responsibilities/functions to include, but not limited to:

- •The janitorial positions are located at the Baltimore County Police Station.
- Vacuuming, sweeping, and mopping of flooring and stairs.
- Clean and sanitize bathrooms.
- Clean sinks, countertops, microwaves, and refrigerators in break rooms.
- Restock supplies in bathrooms, break rooms and common areas.
- Empty all trash cans, replace liners, and clean receptacles, as necessary.
- Dust and clean office desks and furniture, as required.
- Clean windowsills and windows.
- Maintain janitor closets in a clean, organized, and safe manner.
- Maintain janitorial equipment in a clean, safe, and operable condition.
- Proper labeling, dilution and use of all chemicals.
- Strip, buff, and wax flooring.
- Handle routine maintenance duties, as assigned.
- Be able to work 20 hrs. per week (Morning hours)

For more information, see MWE job order#1379557. Salary: \$11.75 per hour.

> Applicants must pass a criminal background and drug

screening.





