



63 4 Corners Road, Port Townsend, WA 98368

Jefferson Transit is an Equal Opportunity Employer

Dear Applicant:

Thank you for your interest in the **part-time janitorial position**. Enclosed is an Application Packet, which includes a job application and voluntary equal employment opportunity questionnaire to be completed and returned. We must receive your application materials **no later than 5:00 PM on Monday, Aug. 17, 2020**.

Original application materials must be submitted either by mail to 63 4 Corners Road, Port Townsend WA 98368 or email to [dpalmer@jeffersontransit.com](mailto:dpalmer@jeffersontransit.com). Resumes will be accepted, but the application must also be completed and submitted. Incomplete applications will be rejected.

The position consists of cleaning common areas in the Transit Administration Building at 63 4 Corners Road and also at the Transit Center located at 440 12<sup>th</sup> Street. Additional information about the position can be found in the enclosed job description.

Wages: \$15.61 per hour  
Schedule: Four hours per day, five days per week  
Work times will be set based on cleaning tasks (some tasks in the evenings).  
Benefits: Retirement-eligible through Washington State Retirement System  
Paid sick leave and holidays

The successful candidate must have the ability to perform the job with limited supervision, exhibit good communication and listening skills, complete tasks as assigned, have a high school diploma (or equivalent), and a valid driver's license with a clean driving record. Past experience as a janitor or custodian is preferred.

The application process includes:

- Review of applicants, expected to be up to one week after closure, then:
- Applicants advancing in the process will:
  - Interview – May be by internet if candidate has computer and network, otherwise in person
  - Candidates interviewed will be asked to provide a five year employment driving record from Washington State Dept. of Licensing (Fee of \$13, available online)
  - Background/reference check, pre-employment drug test

Sincerely,  
Deb Palmer  
Human Resources  
Equal Employment Opportunity Officer  
360.385.3020 Ext. 119 or [dpalmer@jeffersontransit.com](mailto:dpalmer@jeffersontransit.com)

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

[www.JeffersonTransit.com](http://www.JeffersonTransit.com)