**MAIL CLERK/CUSTODIAN- Part-Time**

**Requirements**

* At least 18 years of age
* **Must have a current SECRET Clearance**
* **Must maintain secret clearance during duration of employment**
* Have a means of communication (i.e., telephone, pager, etc.) and access to reliable transportation
* Legal right to work in the United States
* Be able to communicate effectively in English both verbally and in writing
* Possess a High School Diploma or GED
* Must successfully complete pre-employment requirements, including a drug screening, physical fitness assessment and background/criminal investigation.
* Typical work hours: 0730-1630

**Job Summary**

Pick up and process incoming mail and accountable mail at the Schriever Air Force Base Mailroom. Responsible for cleaning buildings, removing debris, and keeping areas neat and tidy. Vacuums and buffs floors, shampoos carpets, empty trash receptacles, and replace lining of trash cans.

**Primary Responsibilities**

* Pick up mail from Peterson Air Force Base and deliver to Schriever Air Force Base
* Handle, sort and distribute mail into organizational mail boxes
* Safeguard Accountable mail
* Conduct package delivery cost comparisons for government customers
* Coordinate x-ray/ion package and letter scanning with Government personnel
* Sweep and mop floors
* Replace light bulbs as required and report ballast issues to COR
* Clean buildings by emptying trash, sweeping, and cleaning surfaces
* Clean and disinfect kitchen and gymnasium equipment
* Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
* Vacuum carpet
* Use cleaning solutions to remove stains and clean surfaces.
* Mix various cleaning agents
* Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegee
* Dust furniture and scrub surfaces clean
* Apply wax to coat floors and buff
* Apply sealant to floors
* Clean and service restrooms with mops and disinfectants.
* Identify and report possible repairs.
* Shovel snow from sidewalks and sprinkle salt on surface
* Tumbleweed removal as required
* Ability to work under minimal supervision using standard procedures; providing information and/or advising the Director of Operations; and operating within a defined budget

**Physical Requirements**

Significant lifting, carrying, pushing, and/or pulling; come climbing and balancing; frequent stooping, kneeling, crouching, and /or crawling; significant fine finger dexterity. Generally, the job requires 5% sitting, 90% walking, and 5% standing, the job is performed under minimal temperature variations and in some hazardous conditions.

**THE FOLLOWING BENEFITS ARE OFFERED:**

\* COMPETITIVE WAGES

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Job Type: Part-time

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