



## Custodian Pool Position

Jefferson County Central Services department works diligently to maintain our county facilities and properties to ensure the safety of all public and staff on and within the premises. This includes properly cleaning and sanitizing all areas of the buildings and taking even more precautions as departments work to safely remain open during the pandemic.

Jefferson County is looking to hire several Custodian pool positions to fill in for regular Custodian hours as needed. Position will assist with the cleaning and sanitizing tasks of all offices, hallways, courtrooms, and common areas of the Courthouse, Health and Human Services Departments, and Sheriff Department.

With an excellent attention to detail, you will be successful in this role by completing the key tasks and responsibilities below:

- Services, cleans, sanitizes, and restocks restrooms, kitchens, breakrooms, courtrooms, and offices
- Organizes and prepares supplies; alerts supervisor when supplies are required.
- Sweeps, mops, scrubs, strips and buffs, and vacuums floors
- Washes walls and windows, dusts woodwork, desks, and equipment.
- Follows procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures or to self
- Monitors building premises for safety, and to ensure occupant or visitor safety.
- Other tasks explained on the posted job description

Starting wage: \$16.45/hour

Hours: Occasional Part Time hours are scheduled to fill shifts as needed and may be with little notice. Majority of hours are second shift, with some flexibility of start/end times, and occasional scheduled weekends to accomplish tasks unable to complete during regular work hours.

### Qualifications Needed:

- High school diploma or equivalent and/or three months related experience and/or training
- At least 18 years of age
- Valid driver's license
- Successful background check

### Qualifications Preferred:

- Six months experience

Applications will be accepted until this position is filled; however, initial screening of applicants will begin **October 22<sup>nd</sup>, 2021**.

Application and position details are available at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov) or Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.