Custodian

Part-time; 12 hours/week

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 building and taking even more precautions as departments work to safely re-open during the pandemic.

Currently, Jefferson County is looking to hire a part-time Custodian to assist with the cleaning and sanitizing tasks of all offices, hallways, courtrooms, and common areas of the Courthouse.

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: $14.44/hour
Hours: 12 hours/week; between the hours 3pm to 11pm, Monday through Wednesday, with flexibility to fill in occasionally on Thursday, Friday, and weekends when necessary

Qualifications Needed:

- High school diploma or equivalent required
- Three months related experience and/or training
- At least 18 years of age
- Valid driver's license
- Required to complete background check

Qualifications Preferred:

- Six months experience

Applications will be accepted as long as position is posted, however, initial screening of applicants will begin
February 12, 2021

Application and position details are available at www.jeffersoncountywi.gov or
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.
Jefferson County is an Equal Opportunity Employer