



Employment Opportunity

Custodian I - Bureau of Facilities

\$12.79 hourly salary (Grade C05)

40 hour position with a full benefit package

Apply By: Monday, June 3, 2019 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Performs general and specific housekeeping duties at County buildings as assigned to keep them clean, sanitary, physically safe, and orderly.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Vacuum, spot clean, and shampoo walk-off mats and carpets
2. Sweep, mop, scrub, strip, wax, and polish floors using industrial powered equipment
3. Maintain all cleaning equipment, i.e. adjust, oil, change pads, brushes, rollers, etc.
4. Wash walls, doors, door glass, blinds, bathroom partitions, and ceiling light fixtures shades
5. Clean, disinfect, and deodorize lavatories, urinals, toilet bowls, mirrors, and water fountains
6. Dust furniture, woodwork, etc.
7. Replace deodorizers, toilet tissue, hand towels, and soap
8. Move furniture, file cabinets, desks, chairs, boxes, equipment or other obstacles in order to clean the area
9. Apply ice control materials and shovel snow from the steps and walks
10. Pick up litter from the immediate area outside the building
11. Empty trash cans and deposit in the trash dumpster
12. Note condition of the building and report to supervisor such things as water leaks, broken windows, etc
13. Perform related duties as to specific assignments
14. Any employee may be identified as Essential Personnel during emergency situations
15. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
16. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High School diploma or general education diploma (GED) preferred
2. One year experience in janitorial maintenance in commercial or industrial type buildings demonstrating knowledge of cleaning equipment and materials *

*A comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Requires criminal background check as condition of employment

A Carroll County Government job application is required for these positions.

Apply on-line: ccgovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 5/13/19
(19-116)

Carroll County is an equal opportunity employer