Custodian Position

Job Summary.
This position is responsible for maintaining a clean work environment of assigned areas in County buildings and performs related duties as required.

Essential Duties and Responsibilities:
- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
- Sweep and mop floors and vacuum carpets - Wipe mirrors and windows
- Wash and sanitize toilets, sinks and breakroom.
- Ensures heating and cooling systems are operational.
- Maintain outer premises by watering plants, mowing lawn, cleaning entrances
- Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks, replacing light fixtures or unclogging pipes, etc.)
- Report major damages and oversee repairs
- Secure facilities after operating hours by locking doors, closing windows and setting up the alarm
- Performs other related duties as assigned.

Minimum Qualifications:
- High school diploma is preferred but not required.
- Proven experience as custodian, janitor or in a similar role.
- Possession of a valid Motor Vehicle Operator’s License.

Knowledge, Abilities, and Skills:
- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Familiarity with basic landscaping and handyman practices
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to maintain good productive work habits, including timeliness and honesty
- Ability to establish and maintain effective working relationships with other employees, management, and the public
- Prolonged periods standing.
- Must be able to lift, bend, stoop, climb, reach, and lift up to 50 pounds at a time.

How to Apply:
Interested applicants should send a cover letter and resume to recruitment@co.madison.oh.us