

PRAIRIE COUNTY COURTHOUSE JANITOR/ MAINTENANCE POSITION

JOB DESCRIPTION (FILL IN PART-TIME EMPLOYEE)

Job Information:

- Purpose:** To maintain a clean, neat, safe, and healthy environment for both the courthouse employees and the public, including both the building and the grounds.
- Supervision:** Supervised by Board of County Commissioners with general guidance and direction from the County Clerk & Recorder.
- Rate of Pay:** \$17.62/hr
- Hours of Work:** Fill in hours may include some or all of the following schedule. Monday through Friday, approximately 2 hours per day. Hours may vary but will generally be after 5:00PM after the Courthouse closes.

Fundamental Job Duties:

Restrooms and drinking fountains:

Daily: disinfect sinks, toilets, urinals, and fountains. sweep. Check and refill if needed Paper towels, toilet paper, deodorizer spray, ect...

Weekly(or more often as necessary): scrub and disinfect the floor. Bleach toilets Friday evening after cleaning.

Courtroom:

Daily: sweep/vacuum/mop hard floors, disinfect table tops and desk tops, empty garbage.

As Needed: Change lightbulbs, ballasts, wash windows, clean chairs and make minor repairs.

Offices:

Daily: sweep/vacuum/mop floors. Clean countertops with antibacterial spray. Dust and empty trash cans and shredders. Clean and sanitize coffee area.

As needed: Change lightbulbs, ballasts, wash windows, carpet care, make minor repairs.

Grounds:

As needed: Perform basic weed control. Keep sidewalks clean and free of debris.

Janitor Area:

As needed: coordinate supply orders with Clerk & Recorder's office. Keep cleaning area and supplies organized and tidy.

Maintenance:

Change filters of heating and cooling system of the first workday of every month. Requires climbing up and down step steps to crawl space. Notify Commissioners of major repairs and maintenance needed of building, grounds, and heating/cooling system.

Workplace Requirements:

The Job Requires walking, bending, and standing. The successful applicant must be able to lift and carry up to 50lbs, this includes cleaning supplies, buckets, mops, vacuums, and any other equipment that is needed to complete the job. The ability to climb up and down stairs and ladders is also required. May require the use of a personal vehicle. Current, valid driver's license, and proof of liability insurance on vehicle required.

Qualifications:

18 years of age or older.

Must be able to physically perform the job duties required.

Must have current valid driver's license.

Must have a personal vehicle with current liability insurance.

Must comply with all federal and state required paperwork for employment.

Prairie County is an Equal Opportunity Employer