

Part-time/ on-call fill-in custodian
List of Job duties and requirements

Applicant must be able to:

- Be on-call to fill in Monday through Friday, except holidays when the courthouse is closed.
- Shifts may vary according to staffing needs. There is one morning shift (head maintenance) and one afternoon shift (2 employee positions)
- Morning shift duties include but not limited to:
 - Open and unlock the courthouse doors before 8 a.m.
 - Take the trash out to the dumpster.
 - Shovel snow and spread salt on the sidewalks and entrances into the courthouse and annex building as needed. May also be required to operate walk behind snow blower.
 - Collect mail from the post office and deliver it to the various offices in the courthouse.
- Night Shift duties included but not limited to:
 - Perform general custodial work, ie: vacuuming, cleaning of bathrooms, mopping, washing windows.

Must be able to pass background check. Subjected to Pre-employment physical and drug screen.