

**MENOMINEE COUNTY/TOWN OF MENOMINEE
POSITION DESCRIPTION AND JOB POSTING**

Position Title: Custodian – Part Time	Department: Housekeeping/Maintenance	Division/Section:
Classification: Hourly	Salary: \$11.25	Supervisor: Tim Gatz
Supervision Exercised: None	Re-Posting Date: 11/16/20	Deadline Date to Apply: 11/27/20
Position Summary: This position is responsible for general housekeeping, cleaning and limited maintenance of County/town owned buildings.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cleans rest rooms.
- Cleans floors, vacuuming, sweeping, mopping and shampooing rugs.
- Completes cleaning of cabinets. Bookshelves furniture, light fixtures and other county office equipment.
- Dusts all office equipment and sanitizes as required.
- Washes windows.
- Removes trash and recyclables on a daily basis.
- Cleans areas around entrances, sweeping, garbage removal and snow removal.
- May assist with grounds maintenance, mowing, weed trimming and snow removal.
- May change light blubs and perform minor repairs as capable.
- Must be able to work alone and as a team member when needed.
- Maintain regular attendance.
- Maintain a positive attitude.
- Must be able to work with cleaning chemicals and have knowledge of safety precautions for the use and handling of chemicals in an emergency.
- Moves and arranges office furniture as requested.
- Cleaning of County owned vehicles.
- Must maintain a telephone.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalency.
- Possession of a valid Wisconsin Driver's license and ability to provide continual verification of meeting such requirement.
- Must possess and maintain a home/personal telephone.
- Must submit to a thorough criminal background check and not have been convicted of or pled no contest to felony, a crime of violence, or theft within the past five years, or a related offense.
- Must submit to a pre-employee drug test.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview.

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- Must be familiar with chemical compounds and solutions and have knowledge of safety precautions in performing cleaning duties.
- Must have the ability to operate a variety of machines used to clean buildings.

PHYSICAL DEMANDS:

- Ability to lift up to 50 lbs., work at various heights and the ability to stand, bend, sit, kneel, lift, reach and climb as needed.

- Must be able to work in changing weather such as sunshine, rain or snow and in a variety of inside conditions of wet, damp, dusty, hot or cold.
- Must be able to see color and hear clearly.

This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Management reserves the right to add or remove duties and to assign other duties as necessary. This job description does not constitute a contract for employment.

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab appearing in the left margin of the home page.

Note: This is a part time position and does not offer health, dental or vision insurance.

APPLICATION PROCESS:

A complete application includes:

- Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us under the "Career Opportunities" tab appearing in the left margin of the home page);
- Copy of High School Diploma or Equivalency.
- Copy of valid Wisconsin Driver's license.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse
Attn: Human Resources
P.O. Box 279
Keshena, WI 54135

Or you can drop your information off in the red lock box located outside the Courthouse entrance.

Please call 715-799-3024 if you have any questions or need assistance.

Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.