

# Whitley County Government

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**Position: Janitor**

**Department: Whitley County Maintenance**

**Status: Part-time**

**FLSA Status: Non-exempt**

**Work Schedule : M-F 5:00am - 8:00 am 15 hrs. Week**

Incumbent serves as a part-time Janitor for the Maintenance Department, responsible for maintaining the cleanliness of the Government Center, Courthouse, and Annex, assisting Maintenance Staff as needed

## **DUTIES:**

- Performs housekeeping and cleaning activities at the Government Center, Courthouse, and Annex.
- Performs various janitorial duties including mopping, sweeping, vacuuming, dusting and polishing furniture and fixtures, cleaning light fixtures, and washing walls, baseboards, and windows.
- Monitors all areas for potential problems and reports issues to Supervisor.
- Assists with inventory management of janitorial supplies, cleaning afterhours for various public events.
- Cleans restroom facilities and water fountains, empties trash and replenishes supplies as needed.
- Cleans/polishes furniture, elevator doors, glass entrance doors, office doors, and hallway windows.
- Ensures proper care and storage of maintenance equipment and cleaning chemicals.
- Clears snow and ice from entry ways.
- Performs related duties as assigned.

## **Job Requirements:**

- High school diploma or GED.
- Must be 18 years of age and ability to meet all department hiring requirements, including passage of a drug test.
- Ability to use a mop, broom, vacuum cleaner, rake, shovel and basic hand tools.
- Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.
- Ability to comply with all employer/department personnel policies and work rules including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to operate standard machinery/equipment such as a leaf blower, floor scrubber, burnisher, and carpet extractor.

**Please send resume/application to the address or e-mail listed below. Accepting resumes/applications through Friday, November 22, 2019.**

**Mark Sturtevant** -- msturtevant@whitleygov.com

Maintenance Director

101 W Van Buren Street

Columbia City, IN 46725

**\*\*WHITLEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER\*\***