

CUSTODIAN

Scotts Bluff County Building & Grounds is taking applications for a full time Custodian. Applicant must have working knowledge of current commercial cleaning methods, procedures, products, materials, and equipment. Ability to understand and effectively carry out routine, oral and written instructions. Ability to measure and mix cleaning solutions and agents according to designated proportions. Ability to organize tasks and establish work priorities. Work involves the performance of a variety of custodial tasks within an assigned area, office or facility and includes cleaning and maintaining floors, walls, furniture, light fixtures, windows, bathrooms and kitchen areas. Some light maintenance is also required such as changing light bulbs and cleaning light fixtures on a regular basis. Work is performed in accordance with established procedures and sanitary standards. Applicant must also have high school diploma or equivalent and must be able to read and write English and have basic computer skills. Must be able to pass a background check. This position qualifies for Veterans' Preference. A benefits package is available including health insurance, dental, vacation and retirement. Scotts Bluff County is an EOE/AA

To apply submit a County application to:

Personnel Office, 1825 10th Street, Gering, NE 69341.

Applications will be accepted until the position is filled.

CUSTODIAN JOB DESCRIPTION

NATURE OF WORK:

This is routine custodial work involving cleaning and maintenance of office or other County buildings and facilities.

Work involves the performance of a variety of custodial tasks within an assigned area, office or facility and includes cleaning and maintaining floors, walls, furniture, light fixtures, windows, bathrooms and kitchen areas. Work is generally performed in accordance with established procedures and sanitary standards. General supervision is received from the Facilities Manager with work subject to inspection for compliance with standards of cleanliness and instructions provided.

EXAMPLES OF WORK PERFORMED

Sweep, dust, mop, scrub, strip, seal, wax and polish floors; spot clean, shampoo and vacuum carpets; operate a vacuum, power scrubber, polisher or other power equipment.

Wash, dust and polish walls, woodwork, baseboards, doors, windows, light fixtures and furniture; clean sinks, basins, showers, toilets, urinals and fountains using proper cleaners, chemicals and methods; replenish supplies such as hand soap, paper towels, toilet paper and room deodorizers.

Empty and clean waste receptacles; prepare, clean and set up rooms for meetings; replace light bulbs as needed; report hazardous or broken equipment and fixtures; assist maintenance personnel when major maintenance problem arises.

Maintain general cleaning equipment and materials; replenish and distribute cleaning supplies as required; assist in moving furniture and appliances for new carpet installation or office transfers.

Applicant must be able to use a 6-foot ladder for building cleaning as well as light maintenance. Changing light bulbs and cleaning light fixtures.

Maintain security by keeping doors and windows locked.

Assist Maintenance with remove snow and ice from building entryways when necessary.

Able to do other tasks in the scope of Custodian duties as assigned.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of commercial cleaning methods, procedures, products and materials.

Knowledge of appropriate safety precautions when working with cleaning equipment and products.

Ability to organize tasks and establish work priorities.

Ability to understand and effectively carry out routine, oral and written instructions.

Ability to measure and mix cleaning solutions and agents according to designated proportions.

Ability to establish and maintain effective working relationships with other employees.

Skill in the operation of vacuums, power scrubbers, buffers or other power custodial equipment.

DESIRABLE TRAINING AND EXPERIENCE

Past experience in performing custodial work in a commercial/office setting.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent must be able to read and write English. Along with the basic computer skills. As well as the ability to perform assigned custodial responsibilities.

Able to past a background check and random drug testing.

Able to work Monday thru Friday 7am to 4pm. Possibility for weekly overtime.

SPECIAL REQUIREMENTS

Will be required to pass NIMS (National Incident Management System) training. This is an on-line training you will complete during regular hours.