

MINERAL COUNTY POSITION DESCRIPTION

TITLE: Part-time/substitute, year-round Janitor/ess

FLSAA STATUS: Non-exempt

DEPARTMENT: Administration

Beginning at \$18/hour

General Statement of Duties:

Work involves weekly cleaning of the Ambulance Barn, Dental Clinic, Periodic cleaning of Airport Pilot's Lounge and substituting at the courthouse and/or clinic building (back-up for the Permanent Janitorial Staff)

ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties of essential functions of this job at any time.

- **Daily cleaning/disinfecting of floors, bathrooms, trash containers, dusting/disinfecting of furniture including desks, file cabinets, chairs, and electronic equipment, etc., interior windows, walls, and doors as needed.**
- **Deep cleaning once a week**

MINIMUM QUALIFICATIONS REQUIRED:

Residency:

- Must be a Mineral County resident or establish residency within 12 months of hire
- Must have reliable transportation to/from locations
- Must be able to work evenings and weekends if "called in".

Education & Experience:

- High School Diploma or GED
- Physically able to lift/push/pull up to 50 lbs, bend and stretch
- Able to pass background checks deemed acceptable to management

Communication:

- Ability to communicate both verbally and in writing any needs wants or concerns about the job, location, etc. with permanent Janitorial Staff and County Administrator

REPORTING RELATIONSHIPS:

- This position reports to: Permanent Janitorial Staff and the County Administrator
- This position does not include any supervisory relations

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic cleaning supplies and tools
- Comprehension of expectations of individual office keepers
- Ability to be physically active

SCOPE OF INTERPERSONAL CONTACTS:

- Relationships are with supervisors and occasionally fellow employees

EQUIPMENT USED:

- Standard cleaning supplies and equipment

WORK ENVIRONMENT:

- Will be working in Courthouse, Clinic Building, Ambulance Barn, Airport Pilot's lounge
- Will be exposed to common cleaning compounds
- Will be working unsupervised therefore the self-motivator is encouraged

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- Some light physical labor will be required
- There will be lifting/pushing/pulling (up to 50 lbs), bending and stretching to clean areas
- Will be using common cleaning equipment, supplies and compound