

The Burke County Courthouse is currently accepting applications for a full-time custodian

Responsibilities Include

- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
- Sweep and mop floors and vacuum carpets
- Wash and sanitize toilets and sinks.
- Wipe mirrors and windows
- Maintain outer premises by watering plants, cleaning entrances
- Utilize insecticides to prevent infestation by dangerous pests
- Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks, electric or electronic devices, appliances, and desks and chairs etc.)
- Report major damages and oversee repairs
- Undertake occasional custodial and janitorial tasks (shoveling snow from the sidewalk, lifting heavy items, moving chairs, installing/removing air conditioners etc.)
- Clean, dust and wipe furniture, sweep, mop or vacuum floors, empty/clean wastebaskets and trash containers, empty and clean cigarette urns; replace light bulbs and refill restroom dispensers.
- Assist with the setup of facilities for meeting, classrooms, conferences, events etc.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops and squeegees for the cleaning and general maintenance of floors walls, carpets, furniture ect.
- Wash walls and equipment, use ladders when required in work assignments.
- Lock and unlock assigned buildings, secure building when facilities are not in use, checking for unlocked doors and window, report any unauthorized occupants, turn off lights. Secure facilities after operating hours by locking doors, closing windows.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of building using hand operated tools or small power equipment.
- Move furniture, equipment, supplies and tools on an incidental basis.

- Wash accessible interior and exterior window. Clean blinds. Launder cleaning rags and dust mops
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
- Attend to emergencies when necessary.
- Attend safety meetings and other related meeting
- Take classes as required in cleaning methods and techniques, new products, first aid, cpr and working relationships
- Handle recycling materials.
- Call in work orders.
- Assist with inventory control and security.
- Safely operated all vehicles and other job related equipment.
- Support and enforce all County policies, health and safety regulations and guidelines ect.

Requirements

- Proven experience as custodian, janitor or in a similar role
- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Familiarity with basic landscaping and handyman practices
- Attention to detail and conscientiousness
- Very good physical condition and strength
- High school diploma is preferred but not required

Pay will be \$19-\$22 an hour D.O.E.

Applications can be picked up at the Burke County Auditor's Office or on our website burkecountynd.com. We will be accepting applications until March 20th 2023.