

# Custodian

*Department: Maintenance*

## Primary Purpose

Performs a variety of cleaning, building and grounds maintenance duties, and minor repair activities around facility.

*Requires successful post-offer completion of a physical exam as a condition of employment with the County of Jasper. Must be 18 years of age at time of employment.*

## Minimum Qualifications

**Education:** High School diploma or GED equivalent is required.

**Experience:** One year of full-time custodial experience preferred, but not required.

**Licenses and Certifications:** Possess and maintains a valid state-issued driver's license.

## Schedule

Monday – Friday, 6 AM – 2:30 PM.

## Salary & Benefits

Up to \$15.14 per hour, depending on experience.

## Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Retirement plan
- Vision insurance

## Essential Job Functions

1. Cleans, vacuums, scrubs floors, washes windows and equipment, dusts, polishes furniture, and sanitizes restroom facilities.
2. Sets up chairs, tables, and other equipment for meetings and other activities.
3. Maintains an inventory of equipment, tools, supplies, and materials at the assigned facility.
4. Ensures facilities are properly locked at closing time as required.
5. Performs building maintenance and repair duties including stripping, waxing, and buffing floors, changing light bulbs, and painting.
6. Empties trash and recycling receptacles; ensures receptacles are outside for trash and recycling services.
7. Contributes effectively to the assigned Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
8. Maintains the confidentiality of files, records, reports as required by law, County policy, and procedures.

## **Closing Date: Position open until filled**

*Jasper County is an equal Opportunity Employer. In compliance with the Americans with*

*Disabilities Act, Jasper County will provide reasonable accommodations to qualified individuals*

*with disabilities.*

Job Type: Full-time

Schedule:

- 8 hour shift
- Day shift

Work Location: multiple locations

**How to Apply:**

No phone calls. Interested applicants should send a resume to:

[jclemens@jaspercountymo.gov](mailto:jclemens@jaspercountymo.gov)

James J. Clemens  
Facility Manager  
Jasper County Maintenance  
Jasper County Courts Building  
633 S. Pearl Street  
Joplin, Missouri 64801