



POSITION VACANCY ANNOUNCEMENT

Position: Custodian (FT)
Salary Range: \$15.60/hour
Posting Date: November 1, 2024

Department: Facilities Management
FLSA Status: Non-Exempt
Closing Date: Open Until Filled

Job Summary:

This position is responsible for performing a variety of custodial duties.

Major Duties:

- Cleans restrooms, including cleaning and sanitizing fixtures and mirrors, replacing soap and paper products, emptying trash cans, and sweeping and mopping floors.
- Cleans water fountains, tables, desks, counters, and conference rooms.
- Cleans hallways and offices, including dusting, mopping, and waxing floors or vacuuming carpets.
- Cleans stairways, including sweeping and dusting floors and railings.
- Washes windows, cleans woodwork, and washes walls.
- Dusts and polishes furniture and fixtures; dusts blinds and windowsills.
- Polices areas around entrance ways and grounds, picks up debris, and empties ashtrays.
- Assists with maintaining an adequate inventory of cleaning supplies.
- Performs other related duties as assigned.

Minimum Qualifications:

- Possession of a high school diploma or equivalent.
- Ability to read, write and perform basic mathematical calculations.
- No experience requirements.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.