



Madison County Vacancy Announcement

Substitute Custodian

Position Summary:

Performs intermediate unskilled work in the care and maintaining of county buildings and facilities; does related work as required. Work is performed under regular supervision.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Performs general custodial work
- Maintaining buildings and facilities;
- Assists in moving furniture;
- Changes light bulbs;
- Unclogs commodes;
- Sweeps, mops and dusts offices and buildings;
- Washes windows, walls, woodwork, bathroom fixtures;
- Operates carpet shampooer; vacuums and cleans carpet;
- Cleans and supplies restrooms; strips and seal floors;
- Refills soap, towel and tissue dispensers;
- Cleans drinking fountains; sweeps sidewalk;
- Washes hallway floors; dusts blinds; cleans elevator;
- Gathers and disposes of refuse, litter and trash, empties wastebaskets;
- Keep an inventory of cleaning supplies and submit order list to Operations Manager when supplies are needed;
- Secures buildings at night;
- Helps set up building and rooms for activities and special events;
- Performs related tasks as required.
- Other duties as assigned by supervisor

Education and Experience:

Preferred custodial experience.

Knowledge, Skills, and Abilities:

Knowledge of maintaining building and cleaning practices, supplies, and equipment and ability to use them economically and efficiently; ability to understand oral and written directions; ability to establish and maintain effective working relationships with associates; ability to read and write; physical ability to perform heavy manual work; ability to work independently.

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Frequent lifting up to 75 pounds
- Frequent carrying up to 75 pounds
- Frequent pushing up to 100 pounds
- Constant standing and walking
- Frequent squatting, stooping, and body twisting
- Reaching at high and low levels

Requirements: Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. Must possess a valid North Carolina Driver's License.

Salary: \$10.00 per hour. This position will serve on as needed basis.