



CUSTODIAL OPEN POSITION – UNTIL FILLED

This is a full-time position. This position, may, on occasion require longer hours. Wage is commensurate with education and experience.

POSITION PROFILE

Under the direction of the Buildings and Grounds Manager, this position is responsible for performing janitorial duties for modular buildings and related areas. Quality customer service will be provided to the staff and public at all times. Knowledge or willingness to learn proper cleaning techniques is essential.

Incumbent duties include, but are not limited to:

- Cleaning building floors by sweeping, mopping, scrubbing, or vacuuming them;
- Attending to emergencies when necessary;
- Gathering and emptying trash;
- Servicing, cleaning, and supplying restrooms;
- Cleaning and polishing furniture and fixtures;
- Cleaning windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees;
- Dusting furniture, machines, and equipment;
- Mixing water and detergents or acids in containers to prepare cleaning solutions, according to specifications;
- Steam-cleaning or shampooing carpets;
- Striping, sealing, finishing, and polishing floors;
- Following procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures;
- Monitoring building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensuring that hazards are not created;
- Some clerical, light maintenance; and
- Other tasks as required or needed.

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High school diploma or equivalent;
- Six (6) months general work experience; or
- An equivalent combination of education and experience.
- Ability to read and understand MSDS.

APPLICATIONS

County website at <http://duchesne.utah.gov>
Email to: hr@duchesne.utah.gov

In person: Duchesne County Administrative Office Building, 734 N Center St,
Monday through Friday 8:30 AM - 5:00 PM.

By Mail: ATTN: Human Resources: Duchesne County Administrative Office Building
P.O. Box 346, Duchesne, Utah 84021-0346

**DUCHEсне COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND
IS COMMITTED TO EMPLOYING A DIVERSIFIED WORKFORCE.**