

NEWTON COUNTY EMPLOYEE JOB OPPORTUNITY ANNOUNCEMENT

DATE: January 1, 2019

OFFICE: Newton County Judge

POSITION: Custodian (Full-Time)

REQUIREMENTS:

- High school diploma or GED
- Self-motivated individual with a keen attention to detail
- Ability to manage time efficiently, especially without close supervision
- Ability to handle basic cleaning and other janitorial duties, including ability to use basic cleaning equipment
- Ability to work safely with a variety of cleaning supplies
- Ability to work a flexible schedule, including hours outside the normal county business day
- Team-minded individual ready to help move Newton County forward

DUTIES:

The successful candidate will be responsible for performing janitorial services for the Newton County Courthouse and surrounding offices, the Iris & Anne Howard Civic Center, the Newton County Library, and the "Old Hospital" building. Janitorial services will include, but will not be limited to, sweeping, mopping, vacuuming, dusting, cleaning all restrooms, cleaning all glasses in windows and doorways, and maintaining the necessary cleaning supplies and equipment. The Custodian will also be responsible for filling specific "work orders" as issued by the County Judge's Office as well as any other duties that may be necessary and in the best interest of the county.

SALARY: Commensurate with experience and within the 2019 Newton County Budget

REPORTS TO: Judge Kenneth Weeks

To be considered for the above position, you must complete an employment application in full and turn it in to the Newton County Treasurer's Office by 4:30pm on January 18, 2019. If you have completed an employment application in the past six months and meet the requirements, you can notify the Treasurer's Office that you wish to apply for this position and your application will be pulled and put in the group to be considered.