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POSTED

JUN 30 2026

Newton County Part-Time Janitor – Deweyville Sub Courthouse

Position Summary: (24 hours per week)

BY:

TIME

1:30 P
SANDRA K. DUCKWORTH, COUNTY CLERK

Newton County is accepting applications for a Part-Time Janitor for the Deweyville Sub Courthouse. This position is responsible for maintaining cleanliness, sanitation, and general upkeep of the sub courthouse to ensure a safe, clean, and professional environment for county employees and the public.

Duties and Responsibilities:

- Clean and sanitize restrooms, offices, courtrooms, hallways, and common areas
- Sweep, mop, vacuum, and wax floors as needed
- Empty trash and dispose of waste properly
- Clean windows, doors, and interior surfaces
- Restock restroom supplies such as paper towels, toilet paper, and soap
- Report maintenance issues, safety hazards, or needed repairs to a supervisor
- Use cleaning supplies and equipment safely and properly
- Secure the building after cleaning when required
- Follow instructions from supervisors regarding cleaning schedules, safety procedures, and county policies
- Be courteous and professional when interacting with county staff and the public

Safety and Conduct Expectations:

- Follow all county safety procedures and proper use of cleaning chemicals and equipment
- Wear appropriate work attire and any required protective equipment
- Be punctual, dependable, and able to work scheduled hours
- Work independently and complete assigned tasks thoroughly
- Use good judgment and common sense to maintain a safe work environment
- Maintain a positive attitude and professional behavior at all times

Minimum Requirements:

- Must be at least 18 years old
- Ability to lift, carry, or move items up to 40 pounds