

VACANCY ANNOUNCEMENT

JOB TITLE: Custodian I

POSTING DATES: Until Filled

WORK LOCATION: Clewiston and LaBelle, FL

POSITION SUMMARY:

The primary responsibility of this position is to ensure clean and safe areas for employees and visitors to county facilities.

DUTIES AND RESPONSIBILITIES:

Cleans and sanitizes restrooms and break-rooms. Restocks paper towels and other supplies.

Cleans, mops, and vacuums floors.

Empties trash receptacles and replaces liners as needed.

Dusts and cleans walls, doors, counters, and furniture. Removes cobwebs.

Removes recycling materials and disposes of properly

Advises supervisor when maintenance equipment or supplies need to be ordered.

Empties and cleans vacuum cleaner bags or containers; cleans mops and cleaning rags.

Cleans windows.

Dusts furniture.

OTHER FUNCTIONS:

Ensures that county owned facilities are secure. Reports hazards and needed repairs.

Responds to work during a declared state of disaster.

Performs other duties as needed.

KNOWLEDGE, SKILLS ABILITIES AND COMPETENCIES REQUIRED:

Knowledge of cleaning products and potential hazards

Skill in operating cleaning tools

Knowledge of proper cleaning techniques

Ability to communicate with supervisor and individuals occupying county facilities.

MINIMUM QUALIFICATIONS:

At least 3 months previous experience in commercial cleaning.

HOURS OF WORK:

To be determined. Overtime may be required.

ANTICIPATED STARTING PAY:

Minimum \$11.07 per hour and maximum rate of pay depends on qualifications. This is a full-time hourly position that includes County medical benefits and State Retirement.

TO APPLY: Submit a completed [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference form](#) to:

Audelia Bustamante
Hendry County BOCC
P.O. Box 2340 LaBelle, FL 33975
(Physical address: 640 S. Main Street)
Telephone: 863-675-5352
Fax: 863-674-4195
<http://www.hendryfla.net>
audelia.bustamante@hendryfla.net

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN
HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDE APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS WITH
DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT THE
NUMBER AND ADDRESS ABOVE FOR ASSISTANCE.