



# Madison County Job Posting

**Job Title:** Custodian-Annex/Courthouse/Library/Old Elementary.

**Department:** Madison County Judge's Office .

**Date Posted:** November 29, 2021 .

**Closing Date:** Until Position is Filled.

**Basic Qualifications:**

This is a position requiring some physical labor.

Individual must be able to pass a drug test, be at least 18 years of age, and have a current Class C License.

**Examples of Job Duties:**

- . Clean restrooms. Disinfect sinks, faucets, urinals and toilets. Clean all mirrors
- . Refill hand soap, paper towel and toilet paper dispensers
- . Sweep, vacuum and mop hallways and all offices
- . Dust all the offices
- . Clean windows and glass doors
- . Clean staircase and handrails
- . Pick-up all trash and discard in the dumpster at the end of the day
- . Order cleaning supplies as needed
- . Collect and dispose of trash in Annex Building at the end of each day
- . Provide basic maintenance service as needed
- . Assist all county employees as needed

**Ensure courtroom is ready for court**

- . Sweep and mop before court and after court as needed
- . Discard all trash before and after court
- . Dust and polish wood

**Other Information:**

INTERESTED PERSONS SHOULD REQUEST AN APPLICATION FROM THE JUDGE'S OFFICE, 103 WEST TRINITY, SUITE 113 (COURTHOUSE ANNEX), AND RETURN TO THAT OFFICE.

**Madison County is an Equal Opportunity Employer.**