NOTICE OF OPEN POSITION

DEPARTMENT: MADISON COUNTY YOUTH CENTER
POSITION: Custodian/Housekeeping
STATUS: Full-Time
FLSA STATUS: Non – Exempt
JOB CATEGORY: LTC (Labor, Trades and Crafts)

JOB DESCRIPTION: Maintains appearance of buildings; including sweeping, mopping, and buffing floors, vacuuming and shampooing carpets, dusting furniture and fixtures, cleaning and sanitizing restrooms and showers, and emptying trash/recycle receptacles. Maintains restroom and cleaning supplies; including placing orders and receiving claims for payment when needed. Performs related duties as assigned.

JOB REQUIREMENTS: Requires the ability to physically perform custodial duties and safely operate a variety of cleaning equipment; including vacuum, floor buffer, carpet cleaner. Ability to follow oral and written instructions, work on several tasks at the same time, work rapidly for long periods, often under pressure. Possession of a valid driver’s license and demonstrated safe driving record.

WORK SCHEDULE: Early morning or late evening hours.

To ensure consideration, Letters of interest and applications should be submitted to:
Madison County Youth Center ATTN: Amber Phillips, 3420 Mounds Road, Anderson, IN 46017 or aphillips@madisoncounty.in.gov, no later than 4:00 PM, Friday, October 4th.

EXTERNAL APPLICANTS: Please submit the Madison County Youth Center Application along with your letter of interest.

Madison County Youth Center is an Equal Opportunity Employer
Madison County Youth Center participates in E-Verify