The Vermillion County courthouse

is accepting applications for a **full-time custodian**.

Deadline for applications is October 6, 2021

Applications can be picked up at the Vermillion County Courthouse Security desk. 255 S Main, 2nd Floor, Newport, IN 765-492-5300

Return applications to Human Resources Room #205

Custodian Job Responsibilities include but are not limited to:

* Keeps building and property in clean and orderly condition.
* Performs routine maintenance activities.
* Performs heavy cleaning duties.
* Sweeps, mops, scrubs, or vacuums floors.
* Gathers and empties trash.
* Scrubs, sanitizes, and supplies restroom facilities.
* Dusts furniture, walls, and equipment.
* Cleans windows, mirrors, and partitions with soap and other cleansers.
* Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
* Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
* Cleans and polishes fixtures and furniture.
* Notifies managers regarding the need for repairs or additions to building operating systems.

Qualifications: High School Diploma or GED and must be 18 years of age.

Full time benefits are included.

Equal Opportunity Employer