

CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS

Vacancy Announcement

Job Title: Custodian

Closing Date: Friday June 20, 2025 at 4 p.m.

Salary: \$16.50 per hour

Qualifications:

- Must have a valid Florida Driver's License.
- Must be able to pass a pre-employment drug screen and background check.

Definition:

Responsible for maintaining cleanliness, order and safety in a building. Perform a variety of cleaning and maintenance tasks, including sweeping, mopping, vacuuming, dusting and sanitizing restrooms. Also, take out trash, restock supplies and may be responsible for minor repairs or reporting major maintenance issues.

Duties and Responsibilities:

***Note: These examples are intended only as illustrations of the various types of work performed for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Cleaning and Maintenance:

Sweeping, mopping, vacuuming and dusting floors and surfaces.
Cleaning and sanitizing restrooms, including toilets, sinks and floors.
Washing windows, mirrors and glass surfaces.
Cleaning and maintaining common areas, such as hallways, lobbies and meeting rooms.
Dusting and wiping down furniture and other surfaces.
Cleaning spills and other hazards.
Emptying trash and recycling bins.
Restocking supplies like paper towels, soap and toilet paper.
Organizing and maintaining the janitor's closet and cleaning supplies.

Reporting and Minor Repairs:

Reporting maintenance issues and safety hazards to supervisors.
Performing minor repairs, such as changing light bulbs, unclogging toilets or fixing minor leaks.

Additional Duties:

Setting up and cleaning meeting rooms or event spaces.
Following safety procedures and using cleaning chemicals properly.
Maintaining cleaning equipment and supplies.

Skill and Qualifications:

Physical ability to stand, walk and perform repetitive tasks.

Ability to follow instructions and work independently.

Attention to detail and a commitment to maintaining a clean and safe environment.

Knowledge of cleaning products and equipment.

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS IS AN EQUAL OPPORTUNITY
EMPLOYER AND IS A DRUG FREE WORKPLACE**

**Applications can be picked up from Dara B. Schamens-Human Resources Director
Calhoun County Court House 20859 Central Ave W Blountstown, FL 32424
Room #G40 (Basement)**

Or request by email to dschamens@calhouncountyfl.gov

Any questions call (850) 451-5903