

**Wood County  
Fulltime Custodian  
Job Description**

**Accountability:**

The position of fulltime custodian reports to the Custodian Supervisor

**Responsibilities:**

The fulltime custodian is responsible for the general upkeep and cleanliness of all county properties.

**Position Type:** 40 hrs. per week. Regular attendance and timeliness is required. This position may require occasional early, late or weekend hours worked.

**Work Requirements:**

This is not intended to be a complete listing, but to indicate the routine and repeating items that need attention.

1. Be responsible for the cleaning of all county buildings. This includes but is not limited to dusting, vacuuming, straightening & picking up, sweeping, mopping, scrubbing and sanitizing.
2. Remove all trash from the offices and place in the dumpster.
3. Maintain the cleanliness of, and provide supplies for all washrooms.
4. Immediately report to Custodial Supervisor any major leaks, mechanical system failures or major maintenance problems.
5. May include light building maintenance and lawn care.
6. And any other duties that may be assigned by the Custodial Supervisor.

**Miscellaneous:**

The fulltime custodian will be given a general weekly work schedule by the Custodial Supervisor along with any changes, indicating when and where regular cleaning will be performed.

The fulltime custodian is expected to be able to organize and conduct his/her work without continuing reminders.

Must be able to lift or move 20 to 50 lbs.

Must have a valid driver's license.

Interested candidates must complete and return a Wood County Job Application to the Wood County Human Resource Office between Monday, April 28 thru Friday, May 2, 2025. Application may be picked up in the Human Resource Office, or printed from the Wood County website under the job posting tab.