

JOIN OUR TEAM: FULL-TIME COUNTY CUSTODIAN

The Putnam County Commissioners are looking for a reliable and physically fit individual to provide essential maintenance and custodial services for the **Putnam County Court House** and other assigned facilities. This critical role ensures a clean, safe, and professional environment for all county employees and guests.

What You'll Be Doing (Essential Duties):

- Execute a full range of cleaning duties, including sweeping, mopping, buffing, waxing, and vacuuming carpeted, tile, and marble surfaces.
- Ensure the cleanliness and sanitation of all public and employee restrooms.
- Manage waste and recycling programs, including emptying trash receptacles and sorting and carrying office materials for recycling.
- Perform other duties essential to the maintenance and upkeep of the facilities.

What You'll Need (Qualifications):

- Must be physically fit with the ability to lift up to **50 lbs. occasionally** and **15-25 lbs. regularly**.
- Ability to use a small step ladder and other cleaning tools safely.
- A strong work ethic, the ability to follow direction, and willingness to work under supervision.
- Professional demeanor and the ability to communicate respectfully with co-workers and guests.
- Commitment to maintaining **confidentiality**.

The Details:

- This is a full-time position (approx. **40 hours per week**).
- **Salary and benefits** are competitive and based on experience and duties performed.
- The initial **one-year probationary period** includes an extensive **6-12 month training phase**.
- During training, you will report to the current full-time position holder. The County Maintenance Supervisor will become your direct supervisor upon successful completion of training.

How to Apply:

Please submit a detailed **resume** and a **cover letter** of introduction to:

Office of the Putnam County Commissioners