



The Superior Court of California, County of Amador
Invites Applications for the Position of

COURT CUSTODIAN

Final Filing Date: October 25, 2021 by 5:00 pm

\$17.33 - \$22.12/hour

The Superior Court of California, County of Amador is seeking a highly qualified custodian to provide custodial/janitorial services 40 hours per week.

POSITION SUMMARY

Provides a wide range of janitorial/custodial duties that include, but are not limited to, cleaning and caring for the courthouse building and grounds; providing logistical and housekeeping support; maintaining security at levels consistent with assigned duties; and/or performing other related work as assigned. The Court Custodian is expected to work independently with minimal supervision and to maintain the physical appearance of the Court facility to the highest standards

REPRESENTATIVE DUTIES

- Cleans, sweeps, and mops floors in all areas;
- Strips, waxes, and buffs floors; operates and maintains heavy floor care equipment;
- Vacuums and shampoos carpets;
- Dusts and polishes furniture, woodwork, and metal work in all areas;
- Maintains restrooms in a clean and sanitary condition;
- Empties waste receptacles, recycling receptacles, and ash trays;
- Washes walls and windows;
- Cleans, disinfects and polishes public telephone, door knobs, and water fountains;
- Minor Bio-hazardous clean-up and disposal;
- Moves, arranges or sets up furniture and office equipment as needed;
- Cleans blinds and light fixtures;
- Replenishes and maintains janitorial, restroom, and break room supplies; and
- Prepares and submits reports of time, tasks, supplies, and other information.

MINIMUM QUALIFICATIONS

Education: High School diploma or equivalent is highly desirable.

Experience: One-year experience working in the field of industrial or office janitorial services.

Knowledge of:

- Methods, materials, and equipment used in janitorial/custodian work.
- Safety practices and procedures related to custodial work and the handling of cleaning products, tools, and other materials.
- Security issues and concerns that may occur during the course of work.

Skills/Ability to:

- Perform routine janitorial duties;
- Learn the approved methods of cleaning and caring for buildings and equipment; learn to operate heavy floor care machines after minimal instruction;
- Read and understand signs, labels, and work schedules written in English;
- Understand and carry out oral and written directions;
- Get along well with others;
- Communicate facility maintenance concerns and needs to Court administration;
- Lift and move heavy items and work in high places;
- Willingness to work on evenings.

Physical Requirements:

- Ability to lift and carry 50 lbs;
- Communicate effectively with others;
- Physical and visual dexterity and coordination; and,
- The ability to frequently reach for items above and below desk level.

HOW TO APPLY

Complete an Amador Superior Court application form and submit it to:

Amador Superior Court
500 Argonaut Lane, Jackson, CA 95642
Attn: Human Resources

Email: hr@amadorcourt.org
Telephone: 209-257-2686 Fax: 209-257-2677

Application can be downloaded from the Amador Superior Court Website at
<http://www.amadorcourt.org/qi-employment.aspx>

Applications may be submitted by mail, e-mail or facsimile, and post-marked or received no later than **October 25, 2021 5:00 pm**.

This position will remain open until filled.

The selected applicant will be subject to a background check, which may include and may not be limited to a Livescan and drug screen. Employment is contingent upon a satisfactory background check and drug screen.

Equal Opportunity Employer

Amador Superior Court is committed to the principle of equal employment opportunity to all persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, disability, medical condition, age, marital status, or political affiliation, as required by applicable federal and state laws.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.