

OCEANA COUNTY  
CUSTODIAN  
PART-TIME POSITION

**POSITION DESCRIPTION:** Under the general direction of the Maintenance Supervisor and/or County Administrator, performs a variety of custodial tasks in county buildings and assists with grounds keeping as needed.

**POSTED DATE:** Tuesday, April 16, 2024

**APPLICATION DEADLINE:** Posted until filled

**POSITION AVAILABILITY:** Immediate

**CURRENT SALARY:** 25 hrs. per week; starting wage \$15.3511 per hour

**QUALIFICATIONS**

Education:

- A high school diploma or equivalent.

Experience:

- At least six months of experience performing custodial services preferred, but not required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform general custodial services such as cleaning with various cleaning products, sweep and mop, vacuum, trash removal, and related tasks.
- Collect and manage the removal of recyclable and non-recyclable material from hallways and other areas.
- Report any problems with cleaning tasks or building related matters to the maintenance supervisor or other county staff as needed. Complete task check lists as required.
- Identifies when custodial products need to be ordered and inform the maintenance supervisor or other county staff as needed.
- Flexible working hours may be required during times of emergencies, bad weather, or other unique situations.

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

**All interested parties should submit cover letter, resume, and references to the following address:**

Oceana County Administrator's Office  
Attn: Ms. Jessica LaPointe  
100 S. State Street, Suite M-4, Hart, MI 49420

Or email to [jlapointe@oceana.mi.us](mailto:jlapointe@oceana.mi.us)