Sumter County is Presently Seeking a
Custodian Worker for Public Buildings
Starting Salary $18,720

Examples of Work Performed: Under limited supervision, performs general custodial duties in County Buildings as scheduled and/or assigned. Operates and maintains a vacuum cleaner, dolly, cleaning supply cart with supplies, mop & bucket, broom & dust pan, and dust mop. Remove all trash from; Offices, restrooms, breakrooms, and other areas that need trash removed daily. Dust mop and damp mop lobby and hallways. Vacuum all carpet areas. Sweep, mop, clean, detail, and sanitize restrooms. Dusting when needed, clean windows, and mirrors. Assist in moving furniture, and setup of facilities for meetings, conferences, events, etc. Interacts and communicates with supervisor, inmate workers, other County employee and the general public in a courteous and professional manner. Requires the ability for significant lifting, carrying, pushing, and/or pulling. Significant stooping, kneeling, and crouching. Must be able to lift and/or carry weights up to 20 lbs. Performs related duties as required by immediate supervisor. Reports to the Maintenance Supervisor.

Required Knowledge, Skills & Abilities: Has thorough knowledge of the methods, procedures and policies of the Public Buildings Department as they pertain to the performance of duties of the Custodian Worker. Has a knowledge of and maintains a current Material Safety Data Sheet (MSDS) log for cleaning supplies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to offer assistance to co-workers and employees of other departments as required. Has thorough knowledge of and skill in Custodian Worker procedures. Has the ability to use independent judgment as needed in performing routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret technical documents and related materials pertaining to the responsibilities of the job. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, co-workers and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of the occupational hazards and safety precautions of the trade. Exercise care and safety in the use of equipment and supplies required to complete assigned tasks. Follows safety practices and procedures.

Minimum Requirements: High School Graduate or GED. A minimum of 1-year experience in a custodial or maintenance environment or a combination of education, training, and experience that provides the required knowledge and skill set.

Benefits: One of the most important benefits offered to full time Sumter County employees is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered through the South Carolina Retirement System (SCRS) and the Police Officers Retirement System (PORS) for County employees who are eligible. A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

Qualified applicants interested in applying should:
Visit our website at www.sumtercountysc.org for a pre-employment application
And
Fax cover letter, résumé and application to (803) 774-2827
Or
E-mail cover letter, résumé and application to twilliams@sumtercountysc.org

Opening Date: January 30, 2020
Closing Date: Open Until Filled

EEO/AA-DRUGS DON’T WORK