

POSITION: Custodian
STATUS: Part-Time
DEPARTMENT: Clerical
SALARY: \$13.79 per hour, DOE
OPEN: 9/1/2022
CLOSES: First review of applications 9/26/2022



JOB SUMMARY: Under the direction of the Management Services Director, serves as the custodian at the Central Utah Public Health Department. This position will be housed in the Delta office.

ESSENTIAL FUNCTIONS

- Clean and sanitize assigned areas, including such duties as mopping, dusting, and trash removal.
- Clean doors, walls, partitions and plastic molding.
- Clean all inside and outside glass doors and glass windows.
- Strict cleaning and sanitizing of restrooms and drinking fountains including door handles of all doors and exam room counters. Replace towels, toilet tissue, soap, and air fresheners as needed.
- Leave the building in a neat and tidy manner.
- Be sure exterior doors are locked.
- Relocate “red bags” to the proper location for pickup. (Daily or as needed).
- Follow custodial checklist for daily duties.

QUALIFICATIONS

- Must have a High School Diploma.
- Must be able to lift at least 25 pounds.
- Must be able to develop and maintain cooperative working relationships with department staff, partner agencies, and the public.
- Must be detail oriented.

ADDITIONAL QUALIFICATIONS

- Must pass a criminal history background investigation.
- Must possess a valid Utah Driver License; out of state personnel are required to obtain a valid Utah Driver License within sixty days of hire date.

This description lists the major duties and requirements of the job and is not all-inclusive. Applicants may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

To Apply: Applications may be obtained from the Central Utah Public Health Department Richfield office or at centralutahpublichealth.org/employment-opportunities/. Completed applications can be submitted in person, by mail to Angie Knaphus at 70 Westview Drive, Richfield, Utah, 84701, or by email to angieknaphus@utah.gov. Applications must be received by close of business on the job closing date in order to be considered. Hours of operation are Monday through Thursday 7:30 AM to 5:30 PM and Fridays from 8:00 AM to 5:00 PM. For more information, contact Emily Loftus at (435) 896-5451 ext. 347.

Central Utah Public Health Department is an Equal Opportunity Employer.