

Position Available
Job Title: 79-Hour Janitorial Attendee
Hourly Salary Range: \$16.20

Under the supervision of the County Administrator and the Health Officer, the 79-Hour Janitorial Attendee position performs daily cleaning duties and includes minor repairs and overall maintaining of the County's buildings and grounds. This position is Monday through Friday in the afternoon/evening with some flexibility and the hours will be split between the County Building/Courthouse and Health Department.

Requirements:

- Must be at least 18 years old.
- Must be able to pass a background check.
- Ability to exert physical effort in moderate to heavy work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance; tasks require visual perception and discrimination.
- Ability to respond immediately to crisis situations and to balance priorities.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests.
- Ability to communicate effectively with immediate supervisor, County personnel, coworkers, and the general public verbally and in writing.
- Ability to work effectively in an office building environment.
- Essential functions are regularly performed without exposure to adverse environmental conditions; ability to safely use and be around potentially dangerous fumes, solvents, cleaning materials, chemicals, toxic agents, electrical wiring/current, machinery, etc.

Typical Duties:

- Adheres to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.
- Complies with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Cleans and maintains County buildings daily; cleans windows; cleans and sanitizes restrooms daily; fills paper and soap dispensers; collects trash and refuse; recycles applicable materials; sweeps/mops floors; strips and waxes floors; shampoos carpets; dusts/vacuums; deodorizes rooms; polishes brass and stainless steel.
- Maintains grounds including landscaping, mowing the lawn, trimming sidewalks, trimming shrubs/trees, caring for flowers, etc.; polices grounds for debris and trash; empties exterior trash receptacles; removes snow/ice from steps and sidewalks.
- The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.

Resumes can be submitted by clicking [here](#) or by mail to: Administrator Church, 319 Court Street, Sault Ste. Marie, MI 49783.

The position will remain open until filled.

Chippewa County is an Equal Employment Opportunity Employer

