

ADAMS COUNTY JOB DESCRIPTION

Job Title: Custodian/Mail Technician

Department: Custodial Services

Report To: Custodial Supervisor

Salary: Monthly Based on Experience

Date Open: June 18, 2025

Date Close: July 1, 2025

General Purpose

To maintain a clean, sanitary, comfortable and tidy environment for governmental building

Main Job Tasks and Responsibilities

- sweep, scrub, mop and polish floors
- vacuum clean carpets, rugs and draperies
- shampoo carpets, rugs and upholstery
- dust and polish furniture and fittings
- clean metal fixtures and fittings
- empty and clean trash containers
- dispose of trash in a sanitary manner
- clean wash basins, mirrors, tubs and showers
- wipe down glass surfaces
- receive and process mail
- deliver mail to post office and proper departments
- wash windows as scheduled
- operate mechanized cleaning equipment
- maintain all cleaning equipment and materials in a safe and sanitary working condition
- monitor and report necessary domestic repairs and replacements

Minimum Qualifications

Education and Experience

- High school diploma or equivalent and two (2) years related experience.
- Must be able to pass a drug test
- Requires the ability to lift, carry or move 10-50 pounds on a regular basis.
- Valid Driver licenses
- Must be able to be bonded

Adams County, MS is an Equal Opportunity Employer.