



JOB OPPORTUNITY #: 85-6101

LEAD CUSTODIAN **HOUSEKEEPING**

Responsibilities: Supervises employees in the Housekeeping Department; interviews and assists in the hiring of new employees; trains employees and provides instructions and “on the job” training to staff; inspects completed work; resolves workers’ problems or refers matters to Supervisor; records employees’ hours worked on timecards or time sheets. Cleans and polishes lighting fixtures, marble surfaces, and trim; cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, locker rooms, and other work areas; sweeps, scrubs, waxes, and polishes hard floors; vacuums rugs, carpets, upholstered furniture and draperies; dusts furniture and equipment. Other duties as assigned.

Status: Full-time, benefitted, non-exempt

Working hours: 4:00 a.m. – 12:00 p.m. Monday - Friday

Qualifications: High School diploma or GED and three years custodial and supervisory experience. *Prefer commercial cleaning experience.* **Must have reliable transportation and a valid Missouri Driver’s License; must possess a clear criminal record (excluding minor traffic violations); Must be able to lift, carry, push and pull items weighing up to 50 pounds, stand extensively and bend/stoop frequently. Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.**

Starting Hourly Salary Range: \$12.78-\$13.58

Deadline for Application: Applications will be accepted until the posting is removed.

Apply online at www.showmeboone.com, or call (573) 886-4395 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefit-eligible employees receive paid vacation, 13 paid holidays a year, enrollment in the County Employees Retirement Fund (if eligible), and the opportunity to enroll in voluntary matching deferred compensation plans. Other benefits include 100% County paid or low cost employee health insurance premium options, 100% County paid employee dental premiums, subsidized dependent premiums, and County paid long-term disability and life insurance. To see a complete list of posted positions, submit an online application or to download the application, log on to www.showmeboone.com.

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