

Audubon County Extension Janitor/Maintenance Job Description

This regular, part-time position provides janitorial and light maintenance at Audubon County Extension. It is under general supervision of the County Extension Council and direct supervision of the County Extension Office Manager. Competencies include self-management, dependable, attention to detail and flexibility to complete other duties as assigned.

Job duties include, but are not limited to:

Cleaning

- Weekly checklist tasks
- Monthly Projects
- Annual Projects

Maintenance

- Light repairs and upkeep of office and grounds

Qualifications

- High school graduate or GED
- Ability to lift 50 pounds
- Willing to cooperate as a team player
- Ability to pass a background check
- Resident of Audubon County preferred

Job Skills

- Good verbal and written communication skills
- Knowledge of cleaning and minor maintenance
- Problem-solving skills
- Self-starter – able to initiate work, without direction supervision

Benefits

- Hourly wage, funded by county funds, commensurate with experience
- Employer's share of Social Security, IPERS and Medicare
- Employee Personnel Handbook

Audubon County Extension is an Affirmative Action/Equal Employment Opportunity Employer.