



**FIFTH DISTRICT COURT OF APPEAL
DAYTONA BEACH, FLORIDA 32114**

Position: Custodial Worker

Annual Salary: \$ 21,682.13

Function:

The essential function of the position within the organization is to perform cleaning tasks. The position is responsible for maintaining the cleanliness of assigned building and performing light maintenance tasks such as changing light bulbs or setting up courtrooms or conference rooms. The position works under direct supervision according to set procedures.

Knowledge, Skills and Abilities:

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items, such as broom, mop, vacuum cleaner or buffer. Performs cleaning of inside of buildings, including such tasks as sweeping, mopping, waxing or buffing floors; cleaning walls, glass surfaces, blinds and woodwork; dusting and polishing furniture and equipment; or vacuuming carpets.

Cleans and sanitizes restrooms and replenishes toilet paper, towels and soap; checks supplies throughout the day to ensure adequate quantities.

Collects and disposes of trash/garbage, replacing liners in receptacles as needed; gathers recycling materials and delivers to designated area.

Performs miscellaneous tasks such as shredding and recycling paper, picking up trash and debris on grounds; or sweeping/blowing areas around buildings and garage.

Moves furniture as required; sets up courtrooms and/or conference or banquet rooms, and breaks down tables and chairs at conclusion of activities/events.

Performs minor maintenance tasks such as changing light bulbs; reports other malfunctions or needed repairs to supervisor.

Hours/days may vary dependent on need at the time.

Anticipated hiring date of January 2, 2018.

Education and Training Guidelines:

Two years of experience in custodial work may substitute for the recommended education.

Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. A high school diploma or equivalent.

How to Apply: Submit a current and complete State of Florida application to:

Justine Sierzega, Chief Deputy Marshal
300 South Beach Street
Daytona Beach, Florida 32114

State of Florida applications are available at the Fifth District Court of Appeal, or by accessing the web site: <http://www.5dca.org> Application packages are not accepted by email or FAX.

Closing Date: December 18, 2017

FLORIDA RELAY SERVICE: (Voice) 1-800-955-8770 (TDD) 1-800-955-8771 National Relay Service: 711

If you need an accommodation in order to participate in the application/selection process, please call (904) 947-1544 in advance. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.