



**HARDIN COUNTY
HUMAN RESOURCES DEPARTMENT
MELINDA HERRINGTON, DIRECTOR**

POSTING OF AVAILABLE POSITION

TITLE OF POSITION: Custodian-Part Time

JOB DESCRIPTION: Responsible to maintain all cleaning aspect of the building including but not limited to: cleaning, sweeping, mopping, and vacuuming. Empty all waste baskets/garbage cans and re-line daily. Custodian will be assigned daily duties to complete the cleaning of all of the County buildings. Maintain safety precautions in the performance of their duties so as not to endanger themselves or others. Clean glass doors and adjacent windows, clean water fountains, passageways and stairways. Clean courtrooms, offices, and restrooms. Buff first floor of the Courthouse daily. Buff others as scheduled.

QUALIFICATIONS: High school diploma or its equivalent. Must have knowledge of techniques and equipment used in general custodial work.

SALARY: Up to \$14.50/hr. (DOE)

Application for Employment

Signed and completed applications must be submitted to: HR@co.hardin.tx.us

Applicants may be contacted for an interview. All information is confidential.
Applications will be taken until filled.

AN EQUAL OPPORTUNITY EMPLOYER

Personnel Office: Room B 107 *First Floor, Hardin County Courthouse* P O Box 817 * Kountze, TX 77625*
Phone 409 246-5164 - Fax 409 246-5139