County of Door
Human Resources
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Position Opening

Custodian

Door County seeks candidates for full time custodian position on 2nd shift in Buildings & Grounds Maintenance. This position is responsible for cleaning and housekeeping tasks that ensure the County buildings and grounds are clean and orderly. The work performed is of a recurring nature, but could include specific instruction on new or unusual assignments.

This position cleans the government buildings bathrooms, hallways, stairwells, offices, meeting rooms and surrounding grounds with a typical work schedule of 2:30 p.m. - 11:00 p.m. Monday through Friday.

Job duties include but are not limited to:
Cleans and sanitizes rest rooms sinks, toilets, urinals, showers and drinking fountains, replacing toweling and other supplies. Clean rest room fans, partitions and all ceiling defusers.
Washes windows, doors, ledges and mirrors. Wipe down stairway handrails, walls and elevator panels.
Cleans lights and light fixtures and if necessary changes light bulbs. Dusts and cleans desks, equipment, cabinets, blinds and counter tops.
Remove trash and litter. Empties wastebaskets and take out trash daily. Clean and sanitize office trash containers.
Keeps janitors closets stocked with supplies including toilet paper, towels, soap, light bulbs etc. and writes up supply orders.
Sweeps and mops floors, halls, offices bathrooms and stairways. Vacuum carpets, shampoo carpets. May strip, wax and buff floors. Operate floor equipment, floor scrubbing machines, rug shampooing machine and wet and dry vacuums.
Report any broken or damaged building issues and maintenance equipment.
Clean and maintain tools and equipment and performs minor equipment repairs and maintenance.
Lock and unlock doors as scheduled or directed. When closing the building, do a thorough check that all lights are off and doors locked and secured.

Requirements:
High school diploma or equivalent.
One (1) or more years of responsible work experience; or an equivalent combination of training and experience.
Valid Wisconsin driver's license.

Hourly rate: $12.58

THIS POSITION WILL REMAIN OPEN UNTIL FILLED.

Door County is an Equal Opportunity Employer

DOOR COUNTY APPLICATION FOR EMPLOYMENT

Door County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.

OPEN UNTIL FILLED.

MAIL APPLICATION MATERIALS TO:

Door County Human Resources Dept

421 Nebraska Street
Sturgeon Bay, WI 54235

Phone: (920) 746-2305

Fax: (920) 746-2538

e-mail: hr@co.door.wi.us

Door County reserves the right to test all applicants for job-related skills. For certain positions, a pre-employment physical examination and drug testing may be required.

Thank you for your interest in employment with Door County. Please read the following instructions carefully:

- This application is to be filled out by the applicant only. If you are physically unable to complete this form, or need other assistance in the hiring process, reasonable accommodations may be requested.
- **All information must be included on this application. Resumes will not substitute a complete application. Any incomplete or illegible applications will not be considered. "See Resume" will not be acceptable.**
- If more space is needed, please indicate this on the application form and attach the additional paper to the application. **All materials submitted in the application process will be retained by Door County and will not be returned.**

PERSONAL INFORMATION

Position Applied For:	Department:	Date Available:	
Custodian-2nd shift	Door County Building & Grounds		
Last Name:	**First Name:**	**Middle Name:**	
Street Address:	**City:**	**State:**	**ZIP:**

Home Phone:	Work Phone:	May we contact you at work?	What Hours?
		Yes No	

E-Mail Address:	Type of Employment Acceptable: (check all that apply)
	Full-Time Part-Time Seasonal Casual Intern LTE

Are you at least 18 years of age? *(Employment may be subject to verification that you meet state and federal minimum age requirements. Employees under 18 shall have a work permit.)*	Yes	No
Are you a United States citizen, or do you have papers from the U.S. government permitting you to work? *(Verification will be required at the time of employment.)*	Yes	No
Are you able to perform all of the duties listed in the position description, with or without reasonable accommodation?	Yes	No
Have you ever been convicted of a felony? *(If the answer is "yes", please explain at the end of this application form. A "yes" answer does not necessarily disqualify an applicant.)*	Yes	No

WORK HISTORY – PART A

A "yes" answer to any of the following questions does not necessarily disqualify an applicant from the selection process. If you answer "yes" to any of the following questions, please provide an explanation at the end of this application form.

1·	Have you ever been suspended, terminated, discharged or resigned to avoid being discharged?	Yes	No
2·	Have you ever been disciplined for attendance problems in your current or previous employment?	Yes	No
3·	Are there any gaps in employment in excess of thirty (30) days?	Yes	No
4·	Have you ever been employed by Door County?	Yes	No

EDUCATION & TRAINING

High School:

Highest Level Completed:	Name & Location of High School:	Graduated?
9 10 11 12 [GED/HSED]		Yes No

Education & Training Beyond High School:

Name & Location of Institution:	Major Field of Study:	GPA	Degree Conferred

· **Relevant coursework:**

· **Additional skills and/or training:**

· **Professional licensures/certifications & Expiration Dates:**

DRIVER'S LICENSE

Please refer to the position description for the position for which you are applying. ***If business travel and/or driver's licensing is required, please complete this section.***

· Do you have access to an automobile?		Yes No
· Do you have a valid Wisconsin driver's license?		Yes No
· If the position requires, do you have a valid Wisconsin Commercial Driver's license (CDL)? If yes, **please list endorsements**:		Yes No
· Do you have, or can you make arrangements to obtain, insurance coverage meeting the County's minimum liability insurance requirements on your personal vehicle? ($100,000 per person; $300,000 per accident bodily injury; $50,000 per accident property damage; or $300,000 combined single limit)		Yes No
· List any moving violations within the previous five (5) years:		

PROFESSIONAL REFERENCES

Please provide us with four (4) references that would be able to describe your work abilities, qualifications, skills, and/or educational background. Please do not submit names of relatives, spouses, or significant others.

Name	Telephone #	Occupation	Nature of Relationship

WORK HISTORY – PART B

Please complete this section in its entirety. Give a complete record of any employment, self-employment, military service or volunteer experience you have had; include additional pages if they are related to the position for which you are applying. Start at the top with your present or most recent job. Indicate any change in job title under the same employer as a separate position. You may attach your resume as a supplement to the information you provide in the application. Please note that it is the policy of Door County to contact an applicant's current employer only after that applicant has been deemed a finalist for a position.

Employer Name:		**Position Title:**		**Type of Business:**
Address and phone of Business (Street, City, ZIP, telephone & fax #):		**Reason for Leaving:**		**Name, Title & Phone of Supervisor:**
Employment Dates:		**Start Salary:**	**Ending Salary:**	**Hours per Week:**	**May we contact, prior to an offer of employment?** Yes No
From:	**To:**				
Description of Duties:					

Employer Name:		**Position Title:**		**Type of Business:**
Address and phone of Business (Street, City, ZIP, telephone & fax#)		**Reason for Leaving:**		**Name, Title & Phone of Supervisor:**
Employment Dates:		**Start Salary:**	**Ending Salary:**	**Hours per Week:**	**Is this employer still in business?** Yes No
From:	**To:**				
Description of Duties:					

Employer Name:		**Position Title:**		**Type of Business:**
Address and phone of Business (Street, City, ZIP, telephone & fax#)		**Reason for Leaving:**		**Name, Title & Phone of Supervisor:**
Employment Dates:		**Start Salary:**	**Ending Salary:**	**Hours per Week:**	**Is this employer still in business?** Yes No
From:	**To:**				
Description of Duties:					

(For additional employers, please use a separate piece of paper or make a copy of this page)

EXPLANATION(S) / SUMMARY INFORMATION

REFERRAL SOURCE (PLEASE PROVIDE DETAIL WHEN POSSIBLE)	
Newspaper:	Employee:
Employment Agency:	Web Site:
Bulletin Board:	Professional Journal:
Walk-in:	Job Service:
Other:	

In order for your application to be considered, you must complete the Employment Application Affidavit / Information Release.

DOOR COUNTY PERSONNEL DEPARTMENT USE ONLY	
	Date Received:

EMPLOYMENT APPLICATION AFFIDAVIT / INFORMATION RELEASE

I hereby certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements, false information, or omissions of material fact herein subjects me to disqualification or dismissal. I further understand that my classification as a regular employee depends upon successfully performing work assigned to me during a probationary period, where applicable. I also understand that regular attendance is required of me as a condition of continued employment.

I understand and agree that all information furnished in this application may be verified by Door County. I also understand that any offer of employment is conditional subject to a satisfactory check of references and satisfactory results of a background check, drug screen when required, and any other required examinations.

I understand that Door County may conduct a check on my background to verify the information I have furnished in my application for employment, which may include, but not be limited to, information from previous employers, references, school records, driving records, and any criminal records.

I hereby voluntarily and knowingly authorize and request any current or former employer, educational institution, law enforcement agency, or other persons or organizations having personal knowledge about me to furnish Door County with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability or responsibility all persons, companies and corporations supplying such information. Copies of this document will be considered as valid as an original thereof

Name (Printed or Typed): Signature: Date:

OPEN RECORDS DISCLOSURE (OPTIONAL)

This section is optional: Under Section 19.36 (7) of the Wisconsin Statutes, the names of "final candidates" must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a "final candidate" they can do so by making a request in writing.

Accordingly, I hereby request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes.

Name (Printed or Typed): Signature: Date:

THANK YOU FOR COMPLETING THIS APPLICATION AND FOR YOUR INTEREST IN EMPLOYMENT WITH DOOR COUNTY

DOOR COUNTY BACKGROUND CHECK & EQUAL EMPLOYMENT OPPORTUNITY INFORMATION DISCLOSURE FORM

Door County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.

The following information is needed for the following purposes:

- To complete various government reports and implement equal employment opportunity and affirmative actions programs.
- To monitor and prevent discrimination on the basis of race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.
- To facilitate and conduct the necessary background checks for pre-employment screening. These may include, but are not limited to the following: caregiver background checks; criminal records checks; driver's licensing checks; credential and educational verifications; and other necessary background investigations.

The information furnished on this form will not and legally cannot be used adversely against an applicant for employment, except that age, sex, and physical or mental ability may be considered when relevant to the position for which you are applying. This document will not be kept with the employment application, and will not be shared with those individuals involved in the interview process. It shall be maintained as a confidential record of the Personnel Department.

Please Supply The Following Information		
Last Name:	**First Name:**	**Middle Name**
Position Applied For:	**Date of Birth:**	
Maiden Name (If Applicable):	**Social Security Number**	**Sex:** Male / Female

Race: *(Please Check One)*

	American Indian/Native American *(including Alaskan Natives)*		African American or African origin
	Asian		Hispanic/Latino
	White not of Hispanic origin		Native Hawaiian or Pacific Islander
	Other		

Disability:

The Americans with Disabilities Act (ADA) defines an individual with a disability as "one who has a physical or mental impairment that substantially limits one or more major life activities [such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, thinking or working], has a record of such an impairment, or who is regarded as having such an impairment." *Based on this definition, are you an individual with a disability?* Yes No

The completion of the "Door County Background Check & Equal Employment Opportunity Information Disclosure Form" is voluntary, and there will be no adverse consequences for not completing this form.

County of Door
Custodian

Status: Non-Exempt
Department: Building & Grounds Maintenance
EEO: 08 - Service/Maintenance

Pay Range: 19
Revision Date: 01/19/2010
HR Reviewed: 03/26/2015

General Summary

This position is responsible for cleaning and housekeeping tasks that ensure the County buildings and grounds are clean and orderly. The work performed is of a recurring nature, but could include specific instruction on new or unusual assignments. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Cleans and sanitizes rest rooms sinks, toilets, urinals, showers and drinking fountains, replacing toweling and other supplies. Clean rest room fans, partitions and all ceiling defusers.
2. Washes windows, doors, ledges and mirrors. Wipe down stairway handrails, walls and elevator panels.
3. Cleans lights and light fixtures and if necessary changes light bulbs.
4. Dusts and cleans desks, equipment, cabinets, blinds and counter tops.
5. Remove trash and litter. Empties wastebaskets and takes out trash daily. Clean and sanitize office trash containers.
6. Keeps janitors closets stocked with supplies including toilet paper, towels, soap, light bulbs etc. and writes up supply orders.
7. Sweeps and mops floors, halls, offices bathrooms and stairways. Vacuum carpets, shampoo carpets. May strip, wax and buff floors. Operate floor equipment, floor scrubbing machines, rug shampooing machine and wet and dry vacuums.
8. Clean and maintain tools and equipment and performs minor equipment repairs and maintenance.
9. Lock and unlock doors as scheduled or directed. When closing the building, do a thorough check that all lights are off and doors locked and secured.

Essential Job Functions of Shift Lead Person

1. Assists in the daily cleaning and housekeeping operations of buildings and grounds and may follow up on shift staff assigned to specific to work plans. Performs routine building checks to determine work plans and completed in proficient and timely manner. Reports issues and inefficiencies to Director.
2. Completes special cleaning assignments and other work plan assignments.

General Job Functions

1. Assist in the sorting of mail and deliver mail to post office to include loading mail bins in vehicle, drive to post office and carry bins into post office.
2. May be required to assist in snow and ice removal activities or grounds clean up.
3. Provide assistance for county functions. Assist in setting up equipment and furniture for meetings and special events, and remove when function finished. Reset rooms for next use.
4. Report security violations and any suspicious activity. Report building system malfunctions.

Reporting Relationships

Reports to the Director of Building & Grounds.

County of Door
Custodian

REQUIREMENTS

Training and Experience
1. High school diploma or equivalent.
2. One (1) or more years of responsible work experience; or an equivalent combination of training and experience.
3. Valid Wisconsin driver's license.

Knowledge, Skills, and Abilities Required
1. Ability to read, comprehend, follow oral and written instructions, and communicate both verbally and in writing.
2. Some knowledge of cleaning practices, supplies and equipment, and the ability to use them economically, safely and efficiently; ability to determine and follow cleaning procedures, materials and equipment using the best safety practices.
3. Ability to work in harmony with others and to also have the ability to work independently and with flexibility to adjust to different situations and different buildings.
5. Ability to maintain professional demeanor and possess sound practical judgment and dependability in terms of attendance and completing duties and work assignments in a timely, safe and quality fashion.
6. Ability to work with limited supervision and make decisions concerning work priorities.
7. Ability to complete physically manual labor involving, lifting, carrying, and pushing cleaning equipment and the ability to manipulate vacuums, mop and mop ringer, carpet spotter and some hand tools.
8. This position requires a conviction record check. Because of the nature of this position, applicants will be asked to furnish a signed written record of any conviction or pending charges.

Physical & Working Conditions

May work in environments with minor discomfort from temperature, dust, and noise, wetness and the like. Use of cleaning chemicals and completing physical labor are sources of potential injury so it is essential that work is conducted safely to reduce the opportunity/occurrence of injury.

Approximately 50% of time worked is standing or walking, bending/twisting and reaching performing work using near vision. Approximately 50% of time worked involves activities which include low lifting (0-10 lbs.) and pushing and pulling equipment and/or objects weighing up to 40 lbs. Approximately 25% of time worked involves low carrying (10 lbs. or less). Approximately 10% of the time worked the following activities my occur – stooping, kneeling, climbing, crouching and lifting, carrying and pushing objects up to 40 lbs. In unusual situations the following activities may occur crawling, balancing, feeling, using far vision and carrying, pushing or pulling objects over 40 lbs.

In an effort to provide the continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

Wayne J. Spritka, Building & Grounds Maintenance Director	3-26-15 Date
Kelly A. Hendee, Human Resources Director	3/26/15 Date

County of Door
Human Resources
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Kelly A. Hendee
Human Resources Director
(920) 746-2305
khendee@co.door.wi.us

2015 Salary & Fringe Benefits
Custodian
Door County Building & Grounds

SALARY: $12.58

HEALTH: 85% Paid for Family Coverage, employee pays $319.09/month - PPO Plan
85% Paid for Single Coverage, employee pays $127.63/month - PPO Plan

DENTAL: 100% Paid for Family & Single Coverage
(Full Time Employee - Based on Current Dental Contract Expense, No PPO Plan)

PTO: 0-4.99 yrs. – 19 days
5-10.99 yrs. – 24 days
11-16.99 yrs. – 29 days
17 or more – 34 days

HOLIDAYS:
1. New Years Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day After Thanksgiving Day
7. Day Before Christmas
8. Christmas Day
9. One Personal Holiday

SECTION 457k AND CAFETERIA PLAN ALSO AVAILABLE

RETIREMENT: Wisconsin Retirement Fund / 50% Employer Funded