

JOB POSTING

Title of Position: Carroll County Civic Center Custodian

Supervisor: Civic Center Director

Carroll County Government is accepting applications for a dependable and detail-oriented individual to serve in a part-time role as Custodian at the Carroll County Civic Center. This position plays a critical role in ensuring a clean, safe, and professional environment for the public.

Primary Duties and Responsibilities:

- Clean and sanitize restrooms, offices, hallways and public spaces
- Sweep, mop, vacuum, dust, and perform floor care as needed
- Empty trash and recycling containers and remove waste from the facility
- Replenish restroom supplies and monitor inventory
- Maintain entrances, including light outdoor work such as sweeping steps and removing debris
- Report maintenance needs or safety concerns to supervisor
- Secure cleaning equipment and supplies and ensure proper use of chemicals
- Follow all safety procedures and confidentiality guidelines required at the Civic Center

Qualifications:

- Prior custodial or janitorial experience strongly preferred
- Ability to perform physical tasks, including lifting, standing, bending, and climbing stairs
- Must be trustworthy, reliable, and able to work independently
- Ability to pass a background check required for work in a government facility

For questions, or to submit a résumé or application, please reach Director Natalie McMasters by phone at 731-986-1357 or email at nmcmasters@carroll.tn.org.

Carroll County Government is an equal opportunity employer. Employment will be based upon consideration of the qualifications of all applicants for employment. Discrimination based upon an applicant's race, color, sex, religion, national origin, age, or disability will not be tolerated.