

## **NOTICE**

The Cherokee County Commission is now accepting applications in accordance with its personnel policy for the position of Housekeeping for the Courthouse and Administrative Center. Due to the closing of the Alabama State Employment Service in Centre applications will be accepted at the Cherokee County Administrative Center Commission Office, 260 Cedar Bluff Road, Centre, until the close of business on Friday, September 25, 2015. Applications must be completed at the Commission Office.

## **JOB SUMMARY**

Includes but not limited to the following duties:

Empty waste baskets and containers. Scrubs, mops, waxes and polishes floors; dusts and polishes furniture, washes windows, woodwork, toilets, washrooms, and fixtures. Moves office furniture. Directs persons to and answers inquiries about the locations of buildings and properties. Performs manual housekeeping work. Performs other duties as directed.

## **KNOWLEDGE AND SKILLS**

Responsible and dependable. Must be energetic and enjoy cleaning. Some knowledge of materials, methods, and equipment use in janitorial work. Ability to understand and follow simple oral and written instructions. Sufficient physical strength to perform a variety of routine manual tasks in the care and cleaning of buildings.

## **OTHER**

Starting salary is \$9.95 per hour. Salary is negotiable based on successful applicant's related experience, education and training. Successful applicant will be awarded county benefits. First consideration will be given to all present employees of the Cherokee County Commission, who are eligible for the position. The Cherokee County Commission is an equal opportunity employer.