JOB DESCRIPTION

Job Title: Janitor
Reports to: Jail Administrator
Salary Schedule: Grade 2

Type: Full-Time
FLSA Status: Non-Exempt
Salary Range: $15.00-$16.76

POSITION SUMMARY

The Janitor/Custodial Worker is responsible for maintaining the cleanliness, sanitation, and overall appearance of the County Detention Facility. This position performs routine cleaning, disinfecting, and general custodial duties in administrative offices, restrooms, hallways, common areas, and designated areas within the secure detention facility. Although this position does not require cleaning individual inmate cells, the employee will work in or near areas where inmates are housed and must follow all facility security procedures. The ideal candidate is dependable, detail-oriented, and able to work independently while maintaining a safe, clean, and professional environment for employees, inmates, and visitors.

ESSENTIAL POSITION DUTIES & RESPONSIBILITIES

The following statements are intended as general examples of the duties of this position and are not all-inclusive for specific positions. Other reasonable duties may be assigned.

- Clean, sanitize, and maintain offices, restrooms, hallways, common areas, and other designated areas throughout the detention facility.
- Sweep, mop, vacuum, dust, and disinfect floors, surfaces, furniture, and fixtures.
- Empty trash receptacles, replace liners, and properly dispose of waste.
- Clean and disinfect high-touch surfaces, including door handles, countertops, and shared equipment.
- Restock restroom supplies, including soap, paper towels, and toilet paper.
- Maintain custodial equipment and supplies and notify supervisors when additional supplies or repairs are needed.
- Identify and report maintenance concerns, safety hazards, or unsanitary conditions.
- Follow established cleaning procedures, infection-control practices, and safe handling of cleaning chemicals.
- Comply with all detention facility security policies, including restricted-area access, inmate interaction, and emergency procedures.
- Maintain professionalism, confidentiality, and appropriate boundaries when working in or near inmate housing areas.
- Perform other related duties as assigned.

Qualifications:

- High school diploma or equivalent preferred.
- Previous custodial, janitorial, or commercial cleaning experience preferred but not required.
- Basic knowledge of cleaning procedures, sanitation practices, and safe use of cleaning chemicals.
- Ability to understand and follow written and verbal instructions.
- Ability to work independently, manage time effectively, and complete assigned tasks.
- Ability to maintain confidentiality and follow strict security and safety procedures.
- Must be dependable, trustworthy, and capable of maintaining professional conduct in a secure detention environment.

- Must successfully complete required background checks and meet applicable detention facility security requirements.

ESSENTIAL PHYSICAL/MENTAL DEMANDS AND WORK ENVIRONMENT

The physical/mental demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities, if accommodations would not create an undue hardship, to perform the essential functions.

- Ability to stand, walk, bend, stoop, kneel, reach, and perform repetitive movements throughout the workday.
- Ability to lift and carry up to 25 pounds regularly and up to 50 pounds occasionally, with or without reasonable accommodation.
- Ability to push, pull, and maneuver cleaning carts, trash containers, and custodial equipment.
- Ability to perform physical cleaning activities for extended periods.
- Ability to safely handle cleaning chemicals, equipment, and supplies while following established safety procedures.

WORK ENVIRONMENT

- Work is performed within a secure County Jail/Detention Facility, including administrative offices, restrooms, hallways, common areas, and designated areas near inmate housing units.
- Work requires strict adherence to facility security procedures, including controlled access, restricted movement, and directions from detention personnel.
- May be exposed to cleaning chemicals, unpleasant odors, bodily fluids, infectious materials, and other conditions commonly associated with custodial work in a detention setting.
- May be exposed to loud noises, unpredictable behavior, and potentially stressful situations.
- Must remain alert to surroundings and follow all safety, security, and emergency protocols.
- Personal protective equipment (PPE) may be required depending on assigned duties.

You can apply online at https://www.sfcgov.org/employment/ or email resumes to cschrum@sfcgov.org.

The statements herein are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract of employment and are subject to change at any time due to reasonable accommodation, business demands or direction by management.

All candidates must pass a pre-employment drug screen and a background check.

St. Francois County is an equal opportunity employer and is committed to fostering a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.