



EST 1821
**SHELBY
COUNTY**
FOUR CORNERS
ONE COUNTY

Shelby County Government
25 West Polk Street
Shelbyville, Indiana 46176
Human Resources

www.co.shelby.in.us

*Interested applicants must complete an application. The application can be found below or on our website. You will need to print it out and return it to the Sheriff's department at 107 W. Taylor Street Shelbyville, IN 46176

POSITION: Custodian

LOCATION: Sheriff's Department - 107 W. Taylor St.

NUMBER OF HOURS: 40 hours weekly

DUTIES: See position description below

REQUIREMENTS: See position description below

PAY RATE/CLASSIFICATION: \$18.99 hourly – Hire-in / LTC 4
\$20.20 hourly at 1-year anniversary date

BENEFITS: Medical with free wellness clinic, Prescription, Health Savings Account, Employee Assistance Program, Dental, Vision, Basic Life, and PERF retirement will be available after applicable waiting periods per plan documents. AFLAC voluntary benefits are also available. Vacation, Sick, Personal, Bereavement, Holidays, and New Parent Leave, per county handbook. Pay increases at 1 yr. 3 yr. 5 yr. and 10 yrs. of service in addition to annual increases *as approved by county council*.

POSITION BEGINS: As soon as possible.

APPLICATION DEADLINE: Open until filled.

All applicants considered for hire must obtain a criminal history background check and drug screen. If selected for an interview, additional information will be provided at the time of interview. Equal Opportunity Employer.

POSITION DESCRIPTION IS ON NEXT PAGE

**POSITION DESCRIPTION
COUNTY OF SHELBY, INDIANA**

POSITION: Custodian
DEPARTMENT: Sheriff
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m. M-F
JOB CATEGORY: LTC 4

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodations to qualified employee and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Custodian for the Shelby County Sheriff's office, responsible for maintaining cleanliness of assigned county facilities, and ordering and maintaining inventory of cleaning supplies.

ESSENTIAL DUTIES:

Cleans assigned areas and County Jail facility, including, but not limited to, dusting/ polishing furniture, walls, doors, benches and woodwork, cleaning floor mats, washing windows and sills, sweeping and mopping floors, and vacuuming carpets.

Cleans and disinfects restrooms, including, but not limited to, disinfecting and cleaning urinals, toilets, and sinks, checking and refilling paper products and soap dispensers, washing walls and mirrors, sweeping and mopping floors, and emptying trash cans. Periodically uses drain cleaner to prevent or free clogged drains.

Cleans spills and messes caused by county personnel and the public.

Maintains inventory of cleaning supplies, ordering items as needed to ensure adequate supplies are available.

Supervises cleaning duties of kitchen trustees and Community Correction workers.

Performs related and/or other duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED.

Working knowledge of and ability to make practical application of basic cleaning, sanitation, and safety policies and procedures, and universal health precautions, and ability to ensure safety of self and others.

Ability to effectively communicate with co-workers, other county personnel, supplies vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to supervise cleaning duties of kitchen trustees and Community Correction workers.
Ability to provide public access while maintaining confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to complete and accurately follow work orders, material safety data sheets, and product application directions, such as cleaning solutions.

Ability to properly operate all assigned tools and equipment, such as mops, scrubbers, brooms and vacuum cleaners.

Ability to physically perform essential duties of the position, including exerting sustained physical effort, bending, stooping, reaching, crouching/kneeling, handling/grasping/fingering objects, prolonged standing/walking, and pushing/pulling/lifting/carrying objects weighing up to 50 pounds.

Ability to work alone with minimum supervision.

II. RESPONSIBILITY:

Incumbent performs simple, repetitive tasks following clear, complete instructions, including safety policies and universal health precautions. Some care and skill are required to prevent damage to tools and equipment.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains contact with co-workers, other county personnel, vendors and the public for the purpose of exchanging information.

Incumbent reports directly to Matron and/or Sheriff.

IV. PHYSICAL EFFORT:

Incumbent exerts sustained physical effort, including bending, stooping, crouching/kneeling, reaching, handling/grasping/fingering objects, standing/walking for long periods, pushing/pulling/ lifting/carrying objects weighing up to 50 pounds. Intense physical strain is not associated with normal operations.

V. WORKING CONDITIONS:

Incumbent performs duties in the jail facility and assigned areas, involving exposure to potentially hazardous cleaning chemicals, for which safety/health precautions must be followed at all times to avoid injury to self and others.

The above position description is not to be construed as an exhaustive list. Other duties associated with the position may be assigned.

****APPLICATION IS ON THE NEXT PAGE - PRINT & return to 107 W. Taylor Street****

Shelby County Government/Shelby County Criminal Justice Center

107 W Taylor Street
Shelbyville, IN 46176

(4 Pages)



Last Name

First Name

Middle

Street Address

City

State

Telephone Number

Email Address

Is any additional information concerning change of name, use of an assumed name or nickname necessary, to enable a check on your work and education record? If yes, please explain:

The position you wish to be considered for is:

☐ **Full-Time – Custodian**

When are you available to start work? _____

EMPLOYMENT HISTORY

Begin with current or most recent employer

#1 Company	Position
Address	Supervisor
City, State, Zip	Start Date End Date
Telephone	Reason for Leaving
#2 Company	Position
Address	Supervisor
City, State, Zip	Start Date End Date
Telephone	Reason for Leaving
#3 Company	Position
Address	Supervisor
City, State, Zip	Start Date End Date
Telephone	Reason for Leaving

Depending upon the position you are applying for: If an essential job function requires heavy lifting (50-75 pounds) is there anything that would prevent you from performing this function?

____ Yes ____ No

If yes, please explain _____

PROFESSIONAL/WORKING REFERENCES – Must provide

Name	City, State, Zip
Address or email	Telephone

Name	City, State, Zip
Address or email	Telephone

PERSONAL REFERENCES – Must provide (Exclude family members)

Name	City, State, Zip
Address or email	Telephone

Name	City, State, Zip
Address or email	Telephone

Have you ever been employed by Shelby County before? If yes, please provide approximate dates and position(s).

Yes ☐ No ☐ _____

EDUCATIONAL BACKGROUND

School(s)	Years Attended/ Graduated (year)	Degree/Y or N

AGREEMENT

I certify that the information given in this application is true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) or any omission of information may result in discharge. I understand, also, that I am required to abide by all rules and handbook policies of Shelby County Government &/or the specific department.

I understand that a FULL employment application and a FULL background check will be needed in order to complete the hiring process. (Add'l information will be provided to you if you are selected to continue in the process. There is no need to call the department.)

Signature of Applicant

Date

In order to be considered for employment by the recipient(s) of the application, you must fully complete the following questionnaire and sign it.

1. Are you presently being investigated or under a procedure to consider for your discharge for misconduct by your present employer or have you offered a resignation to your previous employer?
_____Yes _____No

If yes, explain the circumstances on a separate sheet and attach it to this application.

2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?
_____Yes _____No

If yes, explain the circumstances on a separate sheet and attach it to this application.

3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your sexual contact with another person, of mishandling funds, or of criminal conduct resulting in a conviction or criminal penalty?
_____Yes _____No

If yes, explain the circumstances on a separate sheet and attach it to this application.

4. Do you have an arrest record that has not been expunged or sealed?
_____Yes _____No

If yes, explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved.

5. Are you currently required to register as a sex offender in this or any other jurisdiction?
_____Yes _____No

If yes, explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved.

Conviction of a crime is not an automatic bar to employment. The recipient(s) of this application will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying. Any false or misleading information in this application (or any omissions of information) shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal.

My signature below constitutes authorization to check my employment history, including without limitation, evaluations, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies, or entities that the recipient(s) of this application contacts in connection with my employment application to fully provide the recipient(s) of this application any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the recipient(s) of this application, its agents, and officials or against any provider of such information.

Signature of Applicant

Date

The information below will be used for background screening purposes only (secured facility) and will not be used as hiring criteria.

Other names used/Alias: _____

Last four digits of social security #: xxx-xx-_____

Driver's License #: _____

State of Driver's License: _____

Other Cities/States lived in the past 7 years: _____

**Return completed application to 107 W. Taylor St. at the Sheriff's department. Open 24/7.
