

# Florence County, Wisconsin

## Public Safety Building – Cook/Custodian

The County of Florence, Wisconsin invites applications for the Cook/Custodian position in the Public Safety Building.

About the Position: Prepare meals for inmates at the Florence County Jail. Duties include preparing meals, ensure all sanitation procedures are followed, keep accurate records, and document as required. Also performs custodial and light maintenance duties to maintain the Public Safety building in orderly condition. Also performs minor facility repairs as necessary and cleans the Highway Department building 3 hours a week.

A full job description is available at the County's website <http://www.florencecountywi.com> or by contacting the County Clerk's office.

### Education & Experience requirements:

- High School Diploma or equivalent required.
- Previous custodial or janitorial experience preferred.
- Previous cooking experience and able to obtain Wisconsin Food Service Sanitation Certification.

### Compensation information:

FLSA Status: Full Time (40 hours per week)/Non-Exempt  
Reference Rate: **\$18.00**/hour (minimum)  
Fringe Benefits: Include participation in Wisconsin Retirement System, paid time-off benefits, and group insurance (medical, dental, vision, life, disability)

The Florence County Employment Application form is required and can be downloaded at the County's website or by contacting the County Clerk's office. In addition, a cover letter and resume is strongly encouraged and should include salary history and requirements.

Applications are due by **Friday, October 15, 2021 @ 12pm** and can be submitted to the County Clerk by email to [dtrudell@co.florence.wi.us](mailto:dtrudell@co.florence.wi.us), regular mail, or by delivery to the Clerk's office at 501 Lake Avenue, Suite 241.

Florence County Clerk/Administrative Coordinator  
P.O. Box 410  
Florence, WI 54121

Florence County is an equal opportunity employer and has a Wisconsin Residency requirement.