

## Florence County Job Description

**Position Title:** Cook/Custodian  
**Department:** Sheriff  
**Reports To:** Sheriff Admin  
**FLSA Status:** Full-Time (40 hours per week)/Non-Exempt  
**Salary Range:** \$18  
**Salary Grade:** 9

**Position Summary:** 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.

### Essential Functions:

- Maintains County buildings by providing scheduled cleaning services, such as dusting and cleaning shelves, radiators, moldings and window sills; mopping, sweeping, vacuuming and waxing floors; washing walls and windows, emptying office trash and recycling bins; cleaning bathrooms, sinks, toilets, fixtures, floors and walls; lightbulb replacement.
- Maintains and orders bathroom and cleaning supplies.
- May perform minor repair work: electrical, furniture, doors, locks, floor tile and carpeting and windows as needed or refer to Courthouse Custodial Staff
- Painting work when required.
- Informs supervisor of needed repairs; may write maintenance reports.
- Unload freight trucks when needed.
- Regularly performs janitorial maintenance duties at the Highway Shop (3 hours weekly).
- Prepare meals for inmates. (This does not include serving meals to inmates).
- Wash, sanitize, and store food service items including meal trays, bowls, cups, utensils and any other equipment used.
- Keep the kitchen clean, sanitized, and up to DOC specifications
- Order food from vendors, shop for food at local stores, work with dietician to meet all legal requirements.
- All other duties as assigned by Sheriff's Office Administration.

### Supervisory Requirements:

- N/A

### Education:

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

### Knowledge, Skills and Abilities:

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Ability to work without immediate supervision and perform repetitive custodial tasks.
- Ability to follow verbal and written instructions, and perform basic math problems.
- Have the ability to work cooperatively with others including: County employees, County officials, and the general public. Familiar with operating various types of kitchen equipment.
- Ability to measure, read, write, add, and subtract.
- Ability to work independently.

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- Able to see, hear, talk, and understand written information.

### **Physical Requirements:**

- Must have the ability to lift, bend, stoop, climb or reach.
- Must have the ability to perform all types of property maintenance and sanitary duties, including the proper use of maintenance and custodial equipment.
- Regularly lift and or move up to 25 pounds and occasionally lift or move up to 50 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.
- Push open and be able to walk through hinged metal doors weighing approximately 200 pounds.
- Able to hold open and push a cart through these doors.

### **Residency Requirement:**

- Must live within the State of Wisconsin or will move to the State of Wisconsin within one year.

### **Work Environment:**

- Portion of work week spent in an office environment. Minimal noise level.
- Regularly exposed to and working in outside weather conditions.

### **Employee Acknowledgement:**

I acknowledge that I have received a copy of the Janitor/Maintenance job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name