

**All applicants must complete an application to be considered - those submitting resumes only will not be considered.**

**16th Judicial Circuit of Missouri**

**Vacant Position**

**Date: 2/09/2026**

**Posting No.: JR102314**

**Position Title: Custodian** **Position No.: P-23617**

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**Department: Support Services - Facilities Services - Custodial**

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**Work Location: 625 E. 26th Street - Kansas City MO/301 NW Gregory BLVD Lees Summit MO**

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**Work Hours: 6:30 am - 2:30 pm Monday thru Friday**

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**Salary: County Paid Position - Non-exempt Grade C-101 - \$14.07 - \$17.59 Hourly**

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**EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS APPLY IN WORKDAY** (The internal application for promotion/transfer may be obtained) Employment Specialist: **LaTasha Winn**. Applicants for clerical positions which require skill testing must be tested for consideration.

**Applications must be received by Human Resources no later than 5:00 p.m. on 3/13/2026**

**Basic Function and Responsibility:**

To maintain overall cleanliness and grooming of all family court facilities and grounds.

**Appointing Authority and Supervision Received:**

The deputy court administrator of family court is the appointing authority. The custodian receives direct supervision by the custodial supervisor.

**Supervision Exercised:**

None.

**Characteristic and Assigned Duties:** (The following duties are representative of the position and do not include all duties which may be performed.)

- Clean and sanitize hallways, restrooms, offices, ceilings, walls, windows, blinds, and light fixtures.
- Vacuum, spot-clean, and shampoo carpets.
- Sweep, mop, scrub, strip, seal, wax, polish, and/or buff various floor surfaces.

- Empty waste and recycling receptacles and dispose of contents in designated areas.
- Install, refill, and maintain paper towel dispensers, toilet tissue holders, soap dispensers, and toilet seat cover dispensers.
- Replace light bulbs and ceiling tiles.
- Perform deep cleaning and mold remediation, including water extraction cleaning.
- Perform pest control and related sanitation procedures.
- Respond to and complete custodial-related work order requests promptly.
- Replenish cleaning and restroom supplies as needed.
- Set up and take down meeting equipment, including arranging and removing tables and chairs for special events.
- Move and arrange office furniture as requested.
- Clean and reset facilities following events or meetings.
- Pick up and deliver supplies, materials, and equipment from vendors to various facility locations.
- Repair and maintain custodial equipment.
- Assist with minor demolition or removal tasks (e.g., ceramic floor tiles, carpet, air conditioner units).
- Mow lawns, trim grass and shrubbery, and prune tree limbs.
- Water lawns, plants, and shrubs; plant flowers and shrubs as needed.
- Apply weed control solutions and perform other landscaping tasks.
- Wash and maintain exterior furniture.
- Collect litter and empty outdoor trash receptacles.
- Remove snow and apply treatments to pavement and walkways as necessary.
- Perform light pavement patching or walkway maintenance.
- Perform other duties as required.

**Knowledge, Skills, and Abilities:** (This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

- Knowledge of basic sanitation principals.
- Knowledge of cleaning equipment, chemical compound usages, light inventory and record keeping.
- Knowledge of computer operation helpful.
- Basic skills in hand tools and hazardous materials.
- Ability to use general cleaning tools, equipment, materials, various hand and power tools (vacuum cleaner, floor buffer, etc.), cargo van, and ladder.
- Ability to positively interact with juvenile residents.
- Ability to stand and walk for extended periods of time.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to read small printed words accurately.
- Ability to understand and follow oral and written instructions.

- Ability to operate a lawn tractor.
- Ability to lift and move heavy furniture and equipment.
- Ability to lift and carry 25 pounds (minimum) on a daily and frequent basis.
- Ability to lawfully operate a cargo van in a safe and prudent manner.

**MINIMUM EDUCATION AND EXPERIENCE:**

**Minimum Qualifications:** (Equivalent combination of relevant education and experience may be substituted on a year-for-year basis, provided a high school diploma or GED has been obtained.)

High School graduate or equivalent plus background experience in custodial or janitorial tasks.

**Necessary Special Requirement:**

Must possess and maintain a valid driver's license from state of residence, and provide proof of such.

Must possess and maintain state mandated auto liability insurance and properly licensed, reliable vehicle, and provide proof of such.

Must be able to successfully pass physical exam and physical abilities performance test.

All candidates selected for employment will be subject to background screenings as part of the hiring process. Certain positions may also require additional checks, including but not limited to education verification, child abuse and neglect clearances, drug screenings, and physical assessments, as applicable to the responsibilities of the role.

**EQUAL OPPORTUNITY EMPLOYER**