

JOB TITLE: ASSISTANT CUSTODIAN

Revised: 07/23/2012

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BRIEF JOB DESCRIPTION: Performs routine maintenance and cleaning of the Municipal Center, Police Station, Wiggin Memorial Library Building, and Firehouse in support of the operation of each site's buildings and grounds.

SUPERVISION: Immediate supervisor shall be the Custodian.

EMPLOYMENT STATUS: Part-time (16 hours per week) hourly. Potential flex-time schedule with compensatory time off depending on need.

DUTIES AND RESPONSIBILITIES: The performance of the following tasks/functions at each site is required in meeting the expectations for the position as described:

1. Maintain the general appearance and cleanliness of the buildings and grounds in an appealing manner.
2. Empty trash receptacles on a daily basis and dispose of materials appropriately.
3. Vacuum and/or wash all floor surfaces to maintain an attractive, clean, and durable appearance.
4. Clean all glass and mirror surfaces inside and outside of each building.
5. Remove dirt, debris, snow, ice from walkways and entrances at each building.
6. Clean restrooms and maintain appropriate supplies for each to insure continuing sanitary conditions.
7. Maintain kitchen areas in a sanitary condition.
8. Assist performing minor or routine maintenance, repairs, and painting in and around each building.
9. Assure the appropriate level of security of each building while on duty. Assist authorized members of the public in gaining access to each building.
10. Maintain illumination associated with each building.
11. Act to prevent immediate damage, waste or ruin to any Town property and assist in determining permanent corrective action. Act to prevent personal injury from occurring on any Town property.
12. Monitor inventory of all cleaning supplies and equipment, and report status to supervisor.
13. Run short errands as may be required.
14. Perform other duties, as assigned, to insure the proper operation and maintenance of each site.

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15. Maintain an appropriate level of confidentiality regarding Town activities.

PHYSICAL REQUIREMENTS: The position requires a person to lift and carry objects up to 50 pounds; to have a full range of movement for reaching, climbing, and stooping; dexterity to operate standard cleaning and maintenance equipment and hand tools; ability to drive a motor vehicle; cognitive and sensory ability to effectively communicate with supervisor and co-workers.

SPECIFIC TRAINING, SKILLS, AND/OR ABILITIES: A person in this position will possess the following:

1. Minimum of a High School diploma/G.E.D.
2. Training and/or experience in electrical, mechanical, and/or plumbing trades are desirable.
3. Minimum of one year of professional experience in building maintenance/cleaning.
4. Ability to handle multiple priorities and to meet deadlines.
5. Ability to attend to many items simultaneously and/or in sequence.
6. Ability to maintain a harmonious and cooperative working environment.
7. Willingness to learn, to work cooperatively in a supervised and unsupervised environment, and to take direction, both oral and written. Ability to identify through observation, communicate and initiate suggestions and/or options.

STARTING WAGE RATE: \$12.00 to \$13.00 per hour depending on qualifications and/or experience.