

# Job Posting

Position: Custodian

Location: Various

Hourly Rate of Pay: Range of 17.50 – 19.25 based on qualifications

Closing Date: Until filled

## **PURPOSE OF THE POSITION**

The Custodian is responsible for performing custodial duties, minor maintenance and other miscellaneous duties under the direction of the Building Maintainer Supervisor in order to ensure that municipal buildings and facilities are maintained in a healthy, safe and sanitary manner.

## **SCOPE**

The Custodian reports to the Building Maintainer Supervisor or their designee and cares for municipal facilities and equipment. The position will be 40 hour per week with a flex schedule based on facility needs as set by the Building Maintainer Supervisor or his designee. Must be available for call in and possible weekend work.

## **RESPONSIBILITIES**

1. Clean and care for various town facilities including but not limited to the following:

### ***Main Activities:***

- Clean offices, meeting rooms and recreational facilities
- Mop tile and hard surface floor areas
- Vacuum all carpeted areas
- Dust all furniture and fixtures as required
- Wash and disinfect all washroom floors, toilets, toilet seats, and fixtures
- Clean all mirrors
- Replenish toilet tissue, hand towels and soap as needed
- Empty all waste baskets and garbage cans
- Place garbage in outside dumpster
- Clean entrance and exit including glass, doors and hardware
- Keep outside area near exit and entrance clear of snow, cans, paper, etc.
- Clean, wash and disinfect drinking fountains
- Wash all finger marks from walls, doors, hardware and glass
- Perform and/or report minor maintenance repairs
- Report damages and acts of vandalism
- Wash and buff floors with floor polisher
- Wash entrance and exit floors
- Spot clean walls and toilet partitions
- Light Maintenance including but not limited to Bulb replacement, ballast changing, wall patching and painting and minor plumbing repair.

2. Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of staff and the public.

***Main Activities:***

- Secure storage areas
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Maintain an adequate supply of cleaning materials and supplies
- Restock materials and supplies
- Make note of the need for equipment repairs

3. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The custodian must have proficient knowledge in the following areas:

- knowledge of standard cleaning procedures, chemicals, products and equipment.
- Knowledge of the Workplace Hazardous Materials Information System.
- ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.
- ability to work under little supervision.

### **Skills**

The custodian must demonstrate the following skills:

- decision making skills
- problem solving skills
- effective interaction with people demonstrating good verbal and listening communications skills
- time management skills
- ability to work with little or no supervision
- computer skills

### **Personal Attributes**

The Custodian must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- be flexible
- demonstrate sound work ethics

The applicant would normally attain the required knowledge and skills through related experience and completion of a Workplace Hazardous Materials Information Systems course. Equivalencies will be considered.

## **WORKING CONDITIONS**

### **Physical Demands**

The Custodian is a physically demanding position. The applicant must spend the entire time at work standing, walking, lifting heavy objects, operating medium weight cleaning equipment such as floor buffers, sweeping and mopping floors and moving desks and furniture. The custodian is required to do a great deal of stretching and bending, often in awkward positions. Operating floor polishers and waxers are particularly hard on back muscles.

### **Environmental Conditions**

The Custodian works on a daily basis with dangerous and toxic cleaning products that can be very harmful to one's health if not properly utilized. In some cases these products give off unpleasant odors. The Custodian also regularly has to clean up blood, saliva and other bodily fluids that are unpleasant to deal with. The condition of washrooms is often unpleasant.

### **Sensory Demands**

Many of the cleaning materials give off noxious fumes and have powerful odors. If not handled properly, the cleaning materials can cause injury, sickness and/or skin irritation and rashes.

### **Mental Demands**

Stress can be caused by the condition of washrooms and by coming across unpleasant situations.

Qualified applicants should send application and resume to the First Selectman's Office, c/o Beth A. DaDalt, 1 Main Street, Stafford Springs, CT 06076.