

Custodial Duties

The custodian is responsible for the regular timely cleaning of the interior of the town hall.

This includes:

The office of the Clerk-Treasurer and that of the building inspector.

Both bathrooms (replenish supplies)

Kitchen

Entry/foyer (and immediate area outside)

Large meeting room

(Always check after rental use) (monitor cleanliness of chairs and tables)

Report damage or abnormal use, etc., to town hall rental coordinator.

The shop area in the garage is not included in these duties.

Maintain a calendar of rental dates on shop calendar for maintenance workers referral for snow cleaning of walkways, etc.

Needed supplies may be purchased by the custodian and will be reimbursed by turning in the receipts along with time sheet.

Purchases over \$50.00 must be approved by a board member and or the town board