

Town of Center

Town Hall Custodian

The hours for this part-time position vary but is not to exceed an average of 30 hours per week to perform the essential job functions and responsibilities. Starting wage of \$15/hr. Must be available 7 days per week with some functions on weekends between hall rentals.

Under the direction of the Public Works Director, the Town Hall Custodian is responsible to maintain and clean the Town Hall and Park Pavilion. While performing the duties of this job, the employee regularly works both inside and outside.

EXAMPLES OF DUTIES (This may not include all duties.)

- Sweeps, vacuums, mops, and dust floors, carpets, and furniture, etc.
- Clean and inspect outside of buildings as needed.
- Clean under awnings of park pavilion.
- Dumps garbage/recycling cans and relines cans with liners.
- Clean and sanitize indoor and outdoor restrooms and replenishes supplies, cleans spills, cleans mirrors
- Cleans and repairs tables, walls, fixtures, blinds, light fixtures, etc., inside the buildings and outside.
- Wash windows, walls, mop boards, heat registers, metal, and woodwork.
- Inspects, cleans and maintains assigned custodial equipment and small tools for proper operating condition, etc.
- Opens and closes, locks, and unlocks facilities, as needed.
- Picks up litter from around the buildings. Bring trash, paper, glass, plastics to be properly disposed of.
- Shovels, sweeps, and clears snow from all entrances, fire exits, sidewalks, walkways of town buildings.
- Paint and refurbish paint in the Town Buildings.
- Raise and lower flags at Town Buildings as required.
- Assists with election set-up and tear-down.
- Submit budgetary requests on anticipated needs.
- Performs additional functions and responsibilities as assigned or required.

Qualifications:

- Working knowledge of equipment, materials and supplies used in building cleaning and maintenance.
- Experience in utilizing hand and power tools appropriate for the job.
- Knowledge of first aid and applicable safety precautions.
- Ability to work independently and to complete activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to communicate orally and in writing.
- Ability to establish effective working relationships.