

JOB DESCRIPTION



CUSTODIAN – PART-TIME PUBLIC WORKS & UTILITIES

PURPOSE:

The Village of Hortonville is looking to fill a part-time Custodian position. We are looking for a highly motivated, and technically skilled individual that enjoys working in a small team setting.

NATURE OF WORK:

The part-time Custodian position is responsible for overseeing all aspects of cleaning municipal buildings and public park facilities including public bathrooms. This position may also assist in the operation and maintenance of the municipal buildings. Position will further carry out all other assignments/tasks as required.

JOB FUNCTIONS:

Daily Tasks:

1. Inspect and Restock Supplies:

- Toilet paper
- Paper towels
- Hand soap, etc.

2. Empty Trash Receptacles:

3. Clean and Disinfect Surfaces:

- Toilet seats and handles
- Sink and faucet handles
- Door handles and push plates
- Remove any marks or stains on bathroom walls
- Countertops and ledges
- Light switches

4. Clean Mirrors:

5. Sweep and Mop Floors:

6. Clean and Disinfect Urinals:

- Wipe down surfaces

- Use urinal cakes to reduce odors

7. All other duties assigned by the Director of Public Works

NON-DECRIMINATION POLICY:

The Village of Hortonville is an Equal Opportunity Employer. In addition, the Village does not discriminate based on physical or mental disabilities as applied to all employee categories and all phases of employment, including recruitment, selection, promotion, demotion, training, discipline, termination, lay-off, benefits, and salary administration.

COMPENSATION:

Pay Range is between \$16.00/hour - \$21.00/hour.

January 6, 2025