**Position Purpose:**
The purposes of this position are to inspect, clean and maintain public buildings, entrances and adjacent grounds under his/her care to keep them safe, clean, sanitary, neat in appearance and comfortable for use by occupants and visitors and to prepare rooms and facilities for use. A custodian is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Supervision:**
*Supervision Scope:* Performs varied and responsible duties requiring a thorough knowledge of standard operating procedures, reading and following instructions and the exercise of judgment and initiative to create and maintain safe, clean, and comfortable buildings, entrance ways and adjacent grounds

*Supervision Received:* Works under the general direction of the Town Manager and/or the person with overall responsibility for the facilities where assigned; follows established general and special orders, rules, regulations, policies and procedures

*Supervision Given:* None

**Job Environment:**
Work is performed in all interior and exterior locations associated with assigned buildings and facilities. Some work must be performed outdoors throughout the year and the employee may come in contact with toxic or caustic chemicals, fumes and work in precarious places. Other working conditions include working near moving mechanical parts and risk of electrical shock; exposed to germs and potentially blood-borne pathogens.

Requires the operation of an automobile, custodial equipment, telephone, and hand tools.

Contacts are primarily with building occupants and other custodians but include occasional contact with the general public to provide directions or respond appropriately to other inquiries. Communication is frequently in person and may include the telephone and written communications.

Errors could result in the delay or loss of services, damage to facilities, buildings or equipment, physical injury to occupants and visitors. Custodial care negligence may have legal ramifications and create monetary loss.
**Essential Functions:**
(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Inspects each facility where assigned to determine the priority of work required to leave them in a generally safe, clean, and orderly condition at the conclusion of the assigned or scheduled work period; provides an appropriate level of custodial service based upon room or area usage and the time available; plans custodial work so that within reasonable periods on a rotating basis all areas under his/her care receive a thorough cleaning; performs periodic heavy cleaning as conditions require; observes, corrects if possible, and reports potential safety hazards.

- Performs routine custodial duties and tasks such as vacuum rugs, dust and wet mop floors, strip and wax floors and clean glass and mirrors; empty trash and recycling containers; fill soap and other dispensers; inspects, sanitizes and cleans restrooms daily.

- Secures cleaning supplies, hazardous chemicals and custodial storage areas; secures and/or locks facilities or portions of facilities as appropriate

**Other Functions:**

- Prepares order requests for cleaning and maintenance supplies; obtains and maintains hazardous materials data sheets on relevant supplies; obtains equipment and maintenance services under the direction of his/her supervisor

- May oversee and/or assist contractors in their performance of maintenance services on facilities and/or facilities equipment
Minimum Required Qualifications:

Education, Training and Experience:
Must have successfully completed and graduated from an accredited high school or possess a GED from an approved institution; must have complete more than a year of satisfactory employment preferably doing work of a like or similar nature.

Special Requirements:
A valid motor vehicle operator’s license is required.

Knowledge, Ability and Skill:
Knowledge. A strong knowledge of custodial procedures, supplies and materials and a working knowledge of light maintenance services to facilities and/or equipment

Ability. Ability to observe required custodial and maintenance requirements based upon physical conditions and previous care; plan and perform his/her work with minimal supervision; ability to perform all responsibilities in a courteous and competent manner at all times; ability to perform heavy manual labor and to work effectively with other personnel

Skill. Skill in performing light maintenance work

Physical and Mental Requirements:
While performing the functions of this job the employee is required to perform physical work for extended periods; is frequently required to walk, stand, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; specific vision abilities required include close and medium distance vision, depth perception and the ability to adjust focus; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English; ability to lift up to 60 lbs.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)