

JOB TITLE: CUSTODIAN (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Parks/Recreation/Cemetery Director

JOB SUMMARY: Performs operations involved in the care and maintenance of City facilities, most of which are done when the facilities are closed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

**At City Hall, Library, Police Department and Fire Station:** Daily: empties trash cans, ash trays, washes dishes, cleans customer counters, cleans restrooms completely and keeps them supplied, spot cleans tile/linoleum and spot vacuums carpet, cleans interior windows, glass doors and exterior glass doors as needed; cleans drinking fountains, sweeps outside entrances as needed, fills humidifiers where necessary in the winter. Weekly: Thoroughly vacuums carpets and cleans and dusts desks and counters, scrubs floors, washes dish towels and cloths, cleans stoves, refrigerators and freezer. Monthly: dusts shelves, railing, venetian blinds and window sills, cleans light fixtures, cobwebs and baseboards.

**At the Municipal Building/ Electric Shop and the W/WWTW Shop:** Three times a week: empties trash cans, ash trays, cleans counters, cleans restrooms completely and keeps them supplied, spot cleans tile/linoleum and spot vacuums (vacuum totally once a week), cleans interior windows, glass doors and exterior doors as needed, cleans drinking fountains, sweeps outside entrances as needed.

**At the Public Properties Shop:** Three times a week: Cleans main restroom at Plum Creek Park. Seasonally: Three times a week: Cleans restrooms at City Park and Recreation facilities.

Other: As needed, strips and waxes tile and linoleum and shampoos carpet.

**At the Recycling Center:** Once a week: Cleans restroom.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Unstops restroom lavatories and toilets, and replaces light bulbs as necessary; informs supervisor of needed supplies; takes drapes to cleaners when requested or as needed; reports equipment in need of repair; may assist with mowing/trimming/snow removal at City facilities; performs other related duties as assigned.

SKILLS/ABILITIES: Good oral and written skills to effectively communicate on a daily basis with the public and fellow City employees; working knowledge of cleaning methods, materials and equipment; ability to operate moderately heavy equipment such as floor polishers; ability to carry, push, or pull a variety of tools and equipment (e.g. carpet sweeper, vacuum cleaner, walking mower, weed trimmer) and materials; ability to climb ladders and work in a stooped, kneeled or crouched position; ability to climb up onto and down from ladders, skill in the use of cleaning equipment and machines; ability to perform moderately heavy manual tasks requiring the full range of body movements (i.e. bending to floors, lifting/carrying up to 40 lbs., climbing steps/step stool/step ladder, moving furniture).

TRAINING AND EXPERIENCE: Completion of eighth grade and six months experience in janitorial work or any combination of equivalent education and experience.

SPECIAL REQUIREMENTS: Ability to work during the evening and/or weekend hours as some services will need to be done during times that facilities are closed.

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