



JOB DESCRIPTION

PART TIME CUSTODIAN

Department: Administration	Classification/FLSA: Part Time
Location: Various Buildings	Reports To: IT Manager
Supervises:	Salary Range: \$13.27- \$15.93 Hourly
Benefits: Per City Handbook	Travel: None
Date Written/Revised: 02/02/2024	

POSITION SUMMARY

The primary job function is to perform routine custodial and cleaning tasks in the afternoons and evenings at City Hall and other City facilities as needed. This position is a 20-30 hours per week position with the majority of the hours in the afternoons and evenings. Candidates must be able to pass a background and criminal history check.

DUTIES AND RESPONSIBILITIES

- Sweeps floors, vacuums carpet daily, sweeps stairwells daily; mops and waxes floors and shampoo carpets as needed.
- Dusts and wipes off surfaces; cleans air vents as needed.
- Cleans windows as needed.
- Cleans and sanitizes restroom areas daily; maintain supply levels in restrooms including toilet paper, paper towels, and soap.
- Empties and replaces trash bags in trash cans. Keeps trash picked up on City Hall grounds as need
- Thorough cleaning of locker rooms and showers once a week.

POSITION COMPETENCIES

- Making Decisions and Solving Problems. Analyzing information and evaluating results to choose the best solution and solve problems.
- Operate, maintain and perform minor repairs to powered custodial equipment including, but not limited to, vacuums, strippers, waxers, buffers, shampoo cleaners and power washers. Operate hand cleaning equipment including, but not limited to, brooms, dust and wet mops, dust pans, and dusters.

POSITION COMPETENCIES continued

- Communicate effectively with other employees and supervisors.
- Using computers and computer systems to enter time worked, read and process email.
- Using time efficiently and productively.

EDUCATION

- High School diploma or G.E.D. equivalency.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Valid driver's license is required, plus clean driving record.

PHYSICAL DEMANDS

Prolonged periods of standing. Must be able to bend, stoop, kneel, and reach. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

WORKING CONDITIONS

Most work is performed in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Some work may be performed outside as needed.