

Job Title: Custodian – Part Time
FLSA Status: Hourly, Part-Time, Non-Exempt
Pay Classification: \$13.00 - \$17.00 per hour
Department: Public Works
Reports To: Public Works Director

Job Summary

The part-time custodian is a part-time, non-exempt hourly position in the Public Works Department and is responsible for performing a full range of custodial, cleaning, and light maintenance duties in municipal buildings, facilities, and adjacent grounds.

Job Duties:

- Performs a variety of recurring general cleaning duties for assigned offices and buildings such as but not limited to sweeping, mopping, vacuuming.
- Keeps buildings and offices for assigned areas in a clean and orderly condition.
- Cleans mirrors and glass desk/tabletops in offices in assigned areas.
- Empty trash receptacles in offices and take all trash to dumpsters.
- Maintain the outside of the structure in a neat and orderly fashion, such as washing windows and picking up debris.
- Clean, disinfect, and deodorize restrooms, including sinks, urinals, and toilets.
- Restock restroom paper and soap supplies in assigned areas as needed.
- Stores and restocks garbage bags and cleaning supplies.
- Notifies supervisor of any needed repairs or maintenance issues.
- As assigned, performs other duties and tasks deemed necessary for the efficient operation of the city's facilities.

Required Knowledge, Skills, and Abilities:

- Ability to use cleaning tools and equipment in a safe and effective manner.
- Ability to work efficiently and complete tasks and projects with frequent unscheduled interruptions.
- Ability to maintain good public relations in a helpful, courteous, and professional manner.

- Effective written and verbal communication skills.
- Ability to maintain tools and equipment in a safe, orderly manner.
- Ability to lift at least 25 pounds.
- Ability to frequently bend, stoop, squat, and twist.
- Ability to work effectively in a teamwork environment and/or independently.

Education and Experience:

- High School Diploma or Equivalent preferred
- At least one year experience in custodial or housekeeping duties in a public or commercial environment.
- Must maintain a valid driver's license.