 **Town of Rowe**

*Job Description – Custodian*

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| **Position Title:** | Custodian | **Grade Level:** | **D** |
| **Department:** | Administration |  |  |
| **Reports To:** | Executive Secretary | **Date:** | 10/28/21 |

**Summary/Definition**

Part-time position - 15 hours/week flexible hours

**Supervision**

The Town Hall Custodian is appointed by the Board of Selectmen; reports to and is supervised by the Executive Secretary; and is responsible for the cleaning of the Town Hall (excluding the Post Office), the Broadband Hut, Highway Department bathroom and Safety Complex bathrooms, Meeting Room and hallway including cleaning and minor repairs.

**Essential Duties and Responsibilities**

This position requires up to fifteen (15) hours per week at a rate of pay to be established by the Selectmen. All duties are to be performed as needed to maintain the Town Hall in a clean, neat and orderly condition.

TOWN HALL:

Carpets - vacuum carpeted areas; spot clean as needed

Wood floors - Fitness Room: sweep, remove any marks or stains, and periodically recondition the floor (as needed)

Stairs - stairs must be cleaned as needed; railings should be cleaned with disinfecting products

Tile floors - sweep all tiled areas including lobbies, kitchenettes and bathrooms. Mop as needed.

Bathrooms - all fixtures scrubbed with disinfecting products in all three bathrooms; paper products and soap replenished

Furniture - all furniture cleaned/dusted in each office and public areas as needed, including hearing rooms make minor repairs and repair scratches and stains if possible

Walls - walls should be cleaned and any fingerprints removed as needed, including elevator

Disinfecting - Railings and equipment/fixtures frequently touched (elevator buttons, phones, door handles, copier buttons, commode handles and seats, sink fixtures, etc.) should be cleaned frequently with disinfecting products.

Windows - windows (interior & exterior), including lobby windows, mirrors in the bathrooms and glass doors on bulletin boards are to be kept clean. All windowsills are to be dusted and blinds or curtains (if any) should be dusted and straightened as needed. In off hours draw down window quilts.

Lighting Fixtures - clean fixtures and replace bulbs as necessary.

Doorways - dust trim, molding and panels, remove any fingerprints or soil. Check hinges and handles periodically to make sure they are in proper working order. Lubricate as needed.

Rubbish - waste paper baskets for Town offices including Post Office, kitchenettes, and second floor copier are to be emptied as needed. All bulk rubbish, (boxes, magazines, discarded books, etc.) is to be removed, and any recyclable items are to be placed in the appropriate container at the refuse garden.

Kitchenettes - persons using the kitchenettes are to clean up after themselves, but each kitchenette must be checked periodically and the sink scrubbed.

Outside duties - periodically clean exterior entranceways; i.e., sweep steps and ramp, clean windows and window casings, etc. Replace ramp overhead lights as needed. Cigarette containers are to be cleaned as needed. Snow removal from sidewalks and entryways, sand and salt when needed.

Other - janitor's closets must be kept neat and clean; maintain an inventory of supplies kept in order, equipment properly maintained and stored; the storage room should be neat and in good order. Water coolers must be maintained in a sanitary condition. Other tasks as requested by the Select Board or Executive Secretary.

HIGHWAY DEPT.:

Clean 2 bathrooms

Clean and disinfect dining area

FIRE STATION:

Windows cleaned interior/exterior

Clean both bathrooms

Clean up after training/events

Inventory supplies

BROADBAND HUT: Vacuum (Once per month)

Empty trash (Once per month)

Change Filters (2x per year)

**Equipment & Fixtures**

Any irregularities should be reported to the Executive Secretary immediately~~.~~

**Work Schedule**

As needed

**Recommended Minimum Qualifications**:

1. High School education (or equivalency)
2. Valid Massachusetts driver’s license (needed to visit Refuse Garden)

**Knowledge, Ability, Skill**

**Physical Requirements**

Ability as needed to: lift forty (40) pounds; climb stairs, bend at waist, kneel, reach overhead

**Tools and Equipment Used**

Mops, dusters, rags, vacuum, brooms

*This position description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements for the job change.*