

**CUSTODIAN**  
**\$24.58 Rate Per Hour**

**WORK SCHEDULE**

7:00 A.M. to 3:30 P.M. - Monday - Friday Some  
overtime may be required.

**QUALIFICATIONS**

Under the direction of the Service Director, performs routine maintenance work as required. Some working knowledge of building cleaning practices, supplies and equipment, and ability to use them economically and efficiently; Mechanical aptitude; Ability to understand and follow simple oral and written directions; Thoroughness; Dependability; Good physical condition.

**CUSTODIAN**

GENERAL STATEMENT OF DUTIES: Under general supervision, performs routine building cleaning and maintenance tasks; Performs related work as required.

EXAMPLES OF WORK: (Illustrative only)

Sweeps, mops, vacuums, and polishes floors;  
Washes windows and polishes furniture;  
Dusts woodwork, furniture and other articles;  
Cleans and polishes water fountains;  
Cleans spots from the carpet;  
Cleans and mops restrooms;  
Washes and cleans waste baskets;  
Washes walls;  
Replaces light bulbs;  
Hoses down ramps and sidewalks;  
Picks up paper and debris on grounds;  
Checks heating and air-conditioning equipment for proper operation;  
Makes minor repairs to buildings, building equipment and furniture;  
Sets up and tears down recreation equipment;

Delivers packages and messages;  
Cleans sidewalk of snow or ice;  
Secures building before closing;  
Opens building before business hours.  
Works with Parks & Rec. to plant and maintain flowers on square.  
Cleans & Decorates interior of Santa House.  
Puts up decorations at Christmas time for offices.  
Places Flags throughout downtown as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some working knowledge of building cleaning practices, supplies and equipment, and ability to use them economically and efficiently; Mechanical aptitude; Ability to understand and follow simple oral and written directions; Thoroughness; Dependability; Good physical condition.