



The Town of Glastonbury is accepting applications for the following position:

CUSTODIAN – Part Time

Salary: \$15.01/Hour

Hours: up to 19.5hrs/week as needed. Flexible hours.

Closing Date: 4-1-2016

Incumbent is responsible for the custodial care of public buildings and routine maintenance tasks. Duties may include cleaning of offices, floors, restrooms, stairways, banquet rooms, kitchens and other areas. Ability to operate janitorial equipment required. May provide set up/break down for social functions.

Candidates must have completed tenth grade and have experience in custodial cleaning work. A valid Driver's License is required. Successful candidate must complete physical exam, drug test, and background check.

Visit Town's website at www.glastonbury-ct.gov/employment for a detailed job description & Application or at Town hall Customer Service Center, 2155 Main Street, Glastonbury, CT 06033 or call (860) 652-7710. AA/EOE.

Date Posted: 3-21-2016

**TOWN OF GLASTONBURY
JOB DESCRIPTION**

TITLE: Custodian
DEPARTMENT: Facilities Maintenance
REPORTS TO: Custodial Services Supervisor

GENERAL DESCRIPTION:

Incumbent is responsible for custodial care of public buildings and routine maintenance tasks.

ESSENTIAL DUTIES:

1. Cleans offices, hallways, lobbies, restrooms, corridors, stairways, kitchens and other areas.
2. Using brooms, mops, vacuum cleaner, and powered scrubbing and waxing machines to care for floors
3. Dusts furniture and equipment. Polishes metal work. Washes interior windows, door panels, and sills.
4. Cleans and defrosts refrigerators.
5. Empties wastebaskets and transports trash to disposal area.
6. Cleans and sanitizes lavatories and replenishes supplies
7. Mixes chemical cleaning solutions. Replaces lightbulbs.
8. Requests necessary supplies to perform duties and maintains routine records of supplies.
9. Secures buildings. Turns off lights and sets alarms.

OTHER DUTIES:

1. Drives to various public buildings as assigned to perform duties
2. Provides set ups for functions by town groups and private parties.
3. Removes snow, ice and debris from walks.
4. Reads and complete instructions and checklists as needed.
5. Performs other duties as required.

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate

CONDUCT:

- Observes safe work practices
- Represents the Town in a professional and courteous manner at all times

DEPENDABILITY:

- Regularly attends and is punctual for work

QUALIFICATIONS PROFILE:

- Able to learn the methods, techniques and materials used in cleaning operations.
- Able to learn to operate and care for vacuum cleaners, polishing machines, and other janitorial equipment.

- Understands and follows oral and written instructions and Material Safety Data Sheets (MSDS)
- Communicates in English both orally and in writing.
- Able to establish and maintain effective working relationships with supervisors, coworkers, and the general public.

PHYSICAL/MENTAL REQUIREMENTS:

- Must be mobile, able to push/ pull objects of more than twenty (20) pounds and lift objects of more than fifty (50) pounds. Must be able to walk stand or sit for prolonged periods, and able to perform simple motor skills such as bending, stooping and walking.
- Able to perform manipulative skills which require hand-eye coordination, such as operating polishing equipment. Able to perform tasks that require hand- arm steadiness such as using janitorial equipment.
- Must be able to see objects closely as in inspecting for cleanliness, discriminate colors in electrical wires or warning lights. Able to hear normal sounds with some background noise; distinguish voice patterns and communicate through human speech, as in taking direction from supervisor or building occupants and conveying information.
- Must be able to understand and relate to specific instructions for 25-45 minutes at a time; be able to remember task/assignment for an entire shift. Must be able to understand and relate to specific ideas generally one at a time.
- May be exposed to blood, body tissues, or fluids, dust, and other hazardous materials such as chemicals.

MINIMUM TRAINING AND EXPERIENCE:

- Completion of the tenth grade
- Some experience in custodial cleaning work.

LICENSE OR CERTIFICATION:

- Must have a valid Driver's License

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.