



## **TOWN OF MIDDLEBURY**

**JOB TITLE:** Building Custodian

**DEPARTMENT:** Building and Grounds

**SCHEDULE:** Monday – Friday, 6pm to 10pm

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### **POSITION DESCRIPTION:**

Under the supervision of the Director of Public Works and Public Works Buildings Maintainer, performs general cleaning in the care and upkeep of Town buildings.

### **ESSENTIAL JOB FUNCTIONS:**

- Receives verbal and/or written instructions from Supervisor, or follows a maintenance schedule
- Cleans rooms, hallways, lobbies, lounges, restrooms and other areas
- Utilization of appropriate equipment to perform mopping, sweeping and dusting
- Utilization of appropriate equipment to cleans rugs, carpets, draperies and blinds
- Cleaning of furniture, walls, windows, door panels, sills, etc.
- Removes trash nightly
- Replenishes bathroom supplies
- Performs minor repair work
- Moves furniture when requested
- Clears snow and sweeps building entrances
- Changes filters and performs minor maintenance on cleaning equipment
- Uses hand tools and small power equipment
- Provide assistance to visitors when asked
- Follows all standard safety procedures and regulations
- Reports tasks accomplished to Supervisor
- Sets up rooms for meetings
- Assists public using Town facilities by moving equipment, furniture or materials when asked
- Completes daily cleaning tasks as assigned
- Fills in for other evening custodian when required

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be able to read and speak English fluently
- Must be able to quickly learn the assigned tasks on the job
- Must be able to recognize conditions which will require repairs and be able to report it
- Must be able to understand and follow verbal, written and texted instructions
- Must be able to work effectively with other staff, supervisors and the general public

**NOTE:** The above tasks and responsibilities are illustrative only. They are not intended to be all-inclusive of every

**REQUIRED PHYSICAL AND MENTAL EFFORT, SKILLS AND ENVIRONMENTAL CONDITIONS:**

- Must have a cell phone and be able to send and receive texts to the Supervisor during shifts
- Must have the ability and be willing to work with the general public in a busy public building
- Must be willing to work in an empty building when required
- Must be available to work evening shifts
- Must be able to occasionally work extended hours to accommodate late running meetings, accommodate elections or to fill in at another building/facility
- Must have the ability to work independently with minimal supervision
- Must have the ability to easily climb stairs and occasionally stand on a ladder
- Must have the ability to perform heavy cleaning, move tables and chairs and lift 50 lbs.
- Must have the ability to operate equipment used in the custodial trade
- Must be in good health and have sufficient stamina to perform custodial work
- Must have the ability to operate the building alarm system properly

**REQUIRED MINIMUM QUALIFICATIONS:**

- High School or Trade School Graduate