



CUSTODIAN

FLSA: Non-Exempt
Job Status: Part Time (16 hours/week)
Department: Administration
Salary: \$17/hour
Reports to: Deputy Town Manager

Summary/Objective:

The Custodian will perform all necessary cleaning tasks described below at the following Town locations: Town Hall, Police Department, Town Hall Park Exterior Restrooms and Community Park Exterior Restrooms. To be successful in this position, an individual must be able to perform all essential functions satisfactorily when assigned. Scheduled work times may be weekdays, weekends, evening or early morning hours to accommodate facility users.

Essential Duties and Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Dust and sanitize door handles, office furniture and equipment
- Dust and clean window ledges, tops of partitions, and low reaching areas including baseboards and moldings.
- Empty trash containers, recycling bins and shredder bins, and dispose in proper containers in designated area.
- Clean Town Hall and Police Department entrance glass and internal window glass (both sides).
- Vacuum and spot clean all carpeted areas and mats.
- Vacuum, scrub and mop all hard surface floors (including lifting floor mats to clean underneath).
- Clean kitchen tabletops, counters, microwave exterior/interior, cabinets exterior, refrigerator exterior, and stove exterior.
- Restock toilet paper, paper towels, hand soap, trash can liners, and other supplies.
- Clean and sanitize all restroom fixtures including toilet bowls, toilet seats, urinals, sinks, and showers.
- Clean and polish restroom mirrors, glass, and chrome.
- Clean drinking water fountains.
- Dust high reach areas including shelves, ledges, air vents, and grills as needed.
- Dust blinds and/or verticals as needed.
- Remove cobwebs.
- Clean all windows (interior) twice a year.
- Clean glass partition between the Town Council Chambers and the Conference Room twice a year.

- Keep custodian closets clean and orderly

Additional Job Functions:

- Maintain a safe working environment. Report unsafe conditions to Supervisor
- Read and follow label instructions on chemical materials and equipment
- Report out-of-order equipment to Supervisor
- Treat all facility occupants with courtesy and respect at all times
- Perform other related duties as directed

Knowledge Skills and Abilities:

Knowledge of and ability to use cleaning solutions and custodian equipment. Ability to detect problems associated with mechanical, chemical, and other hazards that may affect personal and public safety. Ability to establish and maintain effective working relationships with employees and the general public. Ability to communicate effectively. Ability to manage and prioritize routine. Ability to adapt to an evolving and continually improving environment. Punctuality and regular attendance are essential functions of this position.

Education and Experience:

- High School diploma/GED or possession of an acceptable equivalency diploma, preferred
- Two (2) years of professional, verifiable Custodian experience

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, stand, walk and talk or hear, use hands to finger, handle, feel, or operate objects, tools, equipment or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed inside an office environment and public restrooms with a medium noise level. The employee may be exposed to physical hazards from working with cleaning equipment. Exposure to noise, cleaning chemicals, fumes, gases and odors, including sewage, is routine. The employee will be required on occasion to work in outside weather conditions, in cold, hot, dry, wet and/or humid conditions.

Special Requirements:

- Weekend and evening work may be required from time to time

The Town of Lake Clarke Shores, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Other duties may be required and assigned.

The job 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 of the job change.

This job description has been updated and approved on May 3, 2021.

The employee's signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____