

City of Shrewsbury

Job Description

TITLE: Custodian II

FLSA: Non-exempt

REPORTS TO: Parks and Recreation Director

DATE: Until Filled

General Summary:

Under the direct supervision of the Parks and Recreation Director, responsible for cleaning and maintaining the appearance of the Shrewsbury City Center and Public Safety building. Coordinates rental contracts, sets-up and cleans-up of facilities.

Job Functions and Responsibilities:

Essential

1. Cleans and maintains all areas of the facilities. Includes sweeping, vacuuming, mopping, wiping, polishing and dusting
2. Empty all waste baskets and disposal; insert liners as required
3. Responsible for setting up tables, chairs for facility rentals/reservations.
4. Monitors inventory and purchasing of supplies.
5. Assures that facilities entrances and parking lots are free from debris and harm to visitors.
6. Machine scrub, refinish all tile floors and shampoo carpeted areas.

Important

1. Responsible for checking in/out rentals and supervision of City Center during rentals.
2. Performs other related duties as assigned.

Knowledge, Skills and Abilities Required:

Education and Experience:

Completion of a high school education or GED equivalent.

Skills:

- Ability to operate hand and power cleaning equipment.
- Ability to follow oral and written instructions.
- Good organizational and public relation skills.

Knowledge:

- Knowledge of procedures and methods used in cleaning and maintenance.

Others (as applicable):

Material and Equipment Used:

- Vacuum
- Buffer mop
- Broom

Physical Demands:

- Required to frequently stand, walk, lifting over 50 pounds, push/pull, bend, squat, reach and grasp/hold.
- Required to occasionally climb stairs/ladders or crawl.
- Occasional exposure to working around hazardous equipment, loud noises and dust/fumes.

To Apply please visit our website at www.cityofshrewsbury.com or visit the Shrewsbury City Center