VILLAGE OF MAGDALENA
POSITION DESCRIPTION

TITLE: Custodian   **EMPLOYMENT TERM**:   Part-time - 19 hours per week

DEPARTMENT: Joint Utilities Department

EXEMPT/NON-EXEMPT: Non-Exempt   **FUNDING SOURCE:** General Fund

QUALIFICATIONS:
1. High School diploma or GED.
2. Must be dependable
3. Must be in good physical condition and able to lift 30 lbs.
4. Knowledge of cleaning equipment, products, techniques and standards
5. Skill in using cleaning products and equipment
6. Skill in following verbal and written instructions

ADDITIONAL PREFERENCES:
Prior custodial experience

SUPERVISED BY: Joint Utilities Manager

SUPERVISES: None

PAY RANGE: Grade B contingent upon appropriations.

WORKING HOURS: Scheduled by Joint Utilities Manager

LUNCH HOUR: 12:00 to 1:00 p.m. on days worked.

POSITION GOAL: Cleans offices, restrooms, and multi-use areas of assigned Village buildings and facilities.   .

DUTIES & RESPONSIBILITIES:
- Sweeps, mops, polishes, and strips floors in rooms and halls.
- Dusts and/or polishes furniture, blinds, and equipment.
  Cleans restrooms and fills dispensers.
  Vacuums, spot cleans, and/or shampoos rugs, carpets, and furniture using commercial-type vacuum cleaners and shampooing equipment.
  Reports malfunction of bathroom fixtures, light fixtures, and/or damages to room and hall furnishings to supervisor.
  Stocks area with appropriate supplies.
  Locks and unlocks doors as directed.
  Initiates work orders for repair/maintenance.
  Moves furniture, equipment, or fixtures as required.
  Washes dishes or utensils as required.

EVALUATION: Will be evaluated in accordance with the Village of Magdalena policies and procedures.

ADVANCEMENT OPPORTUNITY: Promotion is dependent on experience, job training, availability, job performance, seniority and job opening.

BOARD APPROVED: October 23, 2017

CERTIFICATION

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

_____   _____

Employee   Date