

## POSITION DESCRIPTION

### POSITION TITLE: Custodian

**GENERAL PURPOSE:** This individual performs a variety of routine, unskilled and semi-skilled housekeeping work while maintaining the premises of the Township Municipal Building and Township offices in a clean and orderly condition. This position works under the general direction of the Facilities Maintenance Technician. Requires confidentiality in working in areas where private or privileged information is present. This position is part of the Collective Bargaining Unit.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cleans windows, kitchens, and work surfaces
- Cleans and polishes lighting fixtures and trim
- Cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, locker rooms and other work areas
- Sweeps, scrubs, waxes and polishes all types of flooring
- Cleans rugs, carpets, upholstered furniture, and window treatments
- Dusts furniture and equipment. Polishes metal work
- Washes walls, ceiling, and woodwork, washes windows, door panels, and sills
- Empties wastebaskets and empties and cleans shredders and outdoor smoking areas
- Transports trash and waste to disposal area
- Replenishes bathroom supplies, replaces light bulbs
- Transports small equipment or tools between departments
- Moves and sets up tables and chairs in meeting rooms as needed and assigned
- Will travel to and maintain/clean other township facilities

### PERIPHERAL DUTIES

- Picks up litter from around buildings and grounds
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition
- Opens and closes, locks and unlocks facilities as needed
- Keeps records of work completed
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance
- May serve on various employee committees as required and assigned
- Clear leaves or snow, seasonally

### DESIRED MINIMUM QUALIFICATIONS

Education and Experience: Must have valid PA driver's license. Any combination of experience and training which demonstrates the knowledge and experience to perform the work. Any required clearances.

### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of equipment, materials and supplies used in custodial work; working knowledge of equipment and supplies used to do minor repairs; some knowledge of first aid and applicable safety precautions. Skill in operation of listed tools and equipment and ability to work independently and to complete daily activities according to work schedule. Ability to lift heavy objects, walk and stand for long periods of time; ability to use equipment and tools properly and safely; ability to understand and follow written and oral instructions; ability to establish effective working relationships. Additional training will be provided as needed.

### SPECIAL REQUIREMENTS

Must be able to obtain and hold Commonwealth Law Enforcement Assistance Network (CLEAN) clearance.

### TOOLS AND EQUIPMENT USED

Floor buffers, steam cleaners, carpet cleaners, washer, vacuum, mops, broom, dusting equipment, snow blower, leaf blower, carts, shovels, rakes

**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. 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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee may work in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

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.

A sample task list is attached

# **FACILITIES - CUSTODIAL**

## **General Daily Task List Items:**

- Clean offices, hallways, lobbies, lounges, rest rooms, corridors, elevator, stairways, locker rooms and other work areas.
- Sweep floors and spot mop.
- Vacuum carpeted areas.
- Clean entryway glass. Clean and sweep entry area.
- Empty all wastebaskets and check recycle cans.
- Transport trash and waste to disposal area (dumpster).
- Clean and sanitize all restrooms. Resupply as needed.
- Replace light bulbs as needed.
- Inspect outside of building. Pick up litter from grounds.
- Empty dehumidifier in the EMA Building, Commissioners Hearing Room and Swatara Room. (Summertime Mainly)
- Complete bathroom checklists.

## **As Needed Daily Task List Items:**

- Set up tables and chairs in meeting rooms.
- Receive deliveries and take to appropriate location.
- Deliver leaf bags to front desk receptionist.

## **Weekly Task List Items:**

- Dust all surfaces, bookcases, and desks.

## **Monthly Task List Items:**

- Check lighting fixtures for bugs and clean as needed.
- Buff floor in Swatara Room and Public Works Offices / Lounge.

## **Annually Task List Items:**

- Defrost all refrigerators as needed.

### Daily Task List:

- Vacuum carpeted areas. (6:00AM – 8:00AM)
  - Monday – Police Upstairs Administration, CI Area, Sewer Authority, Codes Department, Tax Office
  - Tuesday – Administration Entrances & Offices, Downstairs Platoon Room, Gym, Downstairs Hallway, Community Service Office, Locker Rooms
  - Wednesday – Police Administration, CI Area, Sewer Authority, Codes Department, Tax Office
  - Thursday – Administration Entrances & Offices, Downstairs Platoon Room, Gym, Downstairs Hallway, Community Service Office, Locker Rooms
  - Friday – Police Administration, CI Area, Sewer Authority, Codes Department, Tax Office
- Sweep non carpeted floors / hard surfaces. (8:00AM – 9:00AM)
- Empty all wastebaskets and recycle cans. (9:00 – 11:30AM)
- Transport trash and waste to disposal area. Take all bags out as they are full. Do not leave on floors or carpet.
- Sweep and clean entryway area. Clean entryway glass.
- Pick up litter from outside building and grounds.
- Empty dehumidifier in the EMA Building, Commissioners Hearing Room and Swatara Room.

### Break Times:

**Monday - Friday (9:00AM – 9:15AM)**  
**Tuesday & Thursday (1:30PM – 1:45PM)**

