

TOWN OF CLIFTON EMPLOYMENT OPPORTUNITY

CUSTODIAN

Salary: Hourly Rate: \$15.95

Job Type: Part Time

Department: Administration

Closing: Open Until Filled

SUMMARY

Performs custodial tasks in buildings, offices or other facilities.

DUTIES AND RESPONSIBILITIES (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

- Cleans, dusts and polishes furniture;
- Mops floors;
- Vacuums carpets;
- Cleans restrooms and restocks paper and soap supplies;
- Performs routine maintenance to custodial equipment and supplies;
- Empties trash receptacles and bags trash for proper disposal;
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices;
- Washes accessible interior and exterior windows and glass doors;
- Follow instructions regarding the use of chemicals and supplies;
- Locks doors after cleaning areas;

KNOWLEDGE:

- Practices and methods of cleaning equipment, rooms and furnishings;
- Appropriate techniques for identifying and disposing of hazardous waste and contaminated materials;
- Appropriate use of cleaning equipment and materials, including toxic chemicals;
- Basic infection control techniques;

ABILITIES:

- Ability to understand and follow safety procedures;
- Ability to understand safety instructions;
- Ability to operate vacuums and other related equipment;
- Ability to safely use cleaning equipment and supplies;

SKILLS:

- Using cleaning tools, equipment and materials;
- Performing manual cleaning tasks;
- Understanding and following oral and written instructions;
- Communicating effectively with supervisors, co-workers, staff.

MINIMUM QUALIFICATIONS

Individual shall possess a high school diploma, the ability to read, understand and follow basic operating instructions, and a demonstrable aptitude for successful completion of assigned tasks.

SPECIAL PROCESS: Applications/Resumes will be screened for the minimum qualifications and special requirements. Applicants meeting the minimum qualifications and special requirements will be placed on an eligibility list. The selection committee will contact candidates they wish to test and/or interview.

JOB INFORMATION LINE (928) 865-4146 An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), the Town of Clifton does not discriminate on the basis of disability in the admission or access to, treatment, or employment in its programs, activities, or services

