**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Custodial Services*

## *Assistant Custodian*

##

## GENERAL STATEMENT OF DUTIES:

The Assistant Custodian is responsible for manual labor involving the cleaning of interior offices and facilities of town buildings including Seymour Town Hall, Community Center, Seymour Public Library, Police Department and the Public works building. Also includes assisting with simple maintenance at 98 Bank Street.

The Assistant Custodian assists with routine simple maintenance of town buildings and the upkeep of associated grounds in accordance with established routines except Public works and 98 Bank Street.

Hours will be 1:30 PM – 10 PM.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Operate janitorial equipment, lawn care equipment and various power tools.
* Dispose of waste paper and similar materials
* Dust Furniture and office equipment
* Wash inside of windows and walls
* Dry and wet mop floors in offices, halls, lavatories, and stairs
* Polishes floors
* Clean carpeting using vacuum, spot clean stains.
* Replaces light bulbs
* Clean lavatories
* Request necessary supplies to perform janitorial duties and replenish lavatory supplies
* Participates in light moving of furniture and office equipment: including setting up of tables and taking down tables and chairs.
* Perform some light interior and exterior painting
* Assist in locking and opening buildings when required and turning out lights.
* Assist in operating heating and cooling controls when required.
* Remove snow and ice from sidewalks at town hall, community center, Seymour public Library and Police Department
* Use of hand or riding mowers and associated lawn care equipment such as weed whackers or Blowers when trimming grass.
* In addition to the essential duties and responsibilities, the custodian will be required to perform any related work duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under the direct supervision of the Head Custodian.
* Works under the general supervision of the Director of Operations.

## SUPERVISION EXERCISED:

* None.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Ability to learn the methods, techniques, and materials used in cleaning operations.
* Ability to learn the operation and care of vacuum cleaners, polishing machines, janitorial equipment, and lawn care equipment.
* Ability to understand and follow oral and written instructions.
* Considerable ability to establish and maintain effective working relationships with supervisors, associates, vendors, and the public.

## EXPERIENCE AND TRAINING:

* High school graduate or equivalent
* Some experience in general cleaning, custodial, building maintenance, and outside grounds keeping work
* Possession of a valid driver’s license

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the Head Custodian, in an annual meeting scheduled each January.
* The Head Custodian, in conjunction with the Department Head, will conduct an annual employee performance review each January and a mid-year performance check-in meeting each July.
	+ A formal, written report on the employee’s performance will be completed by the Head Custodian in conjunction with the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.