

Approved by the  
Board of Selectman  
3-09-11

Town of Scotland, CT  
**Custodian**  
Job Description

Job Title: **Custodian**

FLSA:  Exempt  Non-Exempt

Job Desc. Effective Date:3-9-11

Job Desc. Last Review Date:

Job Desc. Approved By: **Scotland BOS** Date:3-9-11

This position is:  **Elected**  **Appointed**  **Hired**

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## POSITION SUMMARY

This is a semi-skilled job with the purpose of keeping municipal buildings clean and safe for the public and town officials and staff.

## JOB DUTIES

1. Clean and sanitize restrooms using established practices and procedure.
2. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and other trash containers; replace light bulbs; replenish restroom soap.
3. On a seasonal or scheduled basis:
  - strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets on a pre-set schedule.
  - wash walls and equipment.
  - clean light fixtures
  - wash accessible interior and exterior windows.
4. Use and maintain various cleaning equipment.
5. Upon leaving, secure building, check for unlocked doors and windows, report any unauthorized occupants, turn off lights.
6. Follow instructions regarding the use of chemicals and supplies. Use as directed.
7. Move furniture, equipment, supplies and tools on an incidental basis as required for cleaning.
8. Properly dispose of materials to be recycled.
9. Safely operate all job related equipment.
10. Support and enforce all applicable town policies, and OSHA rules.
11. Use any specific cleaning checklist developed to guide work.

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.

## SUPERVISION GIVEN

None

## SUPERVISION RECEIVED

Works under the general supervision of the First Selectman for Town Hall and the Library Director for the Library.

## QUALIFICATIONS

1. High school diploma.
2. Ability to read and write, work assigned duties with limited supervision, attention to detail, follow instructions, and organize work.

## TOOLS AND EQUIPMENT USED

1. Cleaning equipment and supplies for example, vacuums, brooms, mops, and ladders, cleaning solutions.

## PHYSICAL DEMANDS

1. Ability to walk, stand, stoop, and lift between 20 and 50 pounds.
2. Normal visual acuity and field of vision.
3. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## WORK ENVIRONMENT

1. Interior office or library environment with occasional outdoor work.
2. Exposure to soaps and other cleaning chemicals and solutions.

## HOURS

This job is generally performed when the buildings are closed to the public.

## COMPENSATION

1. This is an hourly paid position; hourly wage is determined by the BOS.
2. If, by request of the First Selectman, this employee works more than 40 hours in one week, the time worked beyond 40 hours is paid at a rate of 1.5 times the regular hourly rate.
3. There are no retirement or health benefits associated with this position.
4. The Pay period is bi-weekly.

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The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is "at will." The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.