

Part-time Custodian

General Statement of Duties

Responsible for repairing and maintaining to ensure property is in safe, clean working condition. Required to perform preventative maintenance to avoid costly repairs; handling basic repairs and maintenance. Conduct routine inspections of premises, vehicles, and equipment. Keep building and property in clean and orderly condition.

Distinguishing Features of the Class

Must demonstrate a positive, professional appearance and attitude, sensitivity to participants' issues and feelings, and basic communication skills. All duties must be performed with the highest level of integrity and adhere to the highest standards of excellence, principles and customer service. All duties will be executed in accordance with the City of Hamlet and Hamlet Senior Center's policies and procedures and adhere to all regulatory requirements. Work is performed under the general supervision of the Senior Center Director.

Duties and Responsibilities

Essential Duties and Tasks

- Scrub, sanitize, and supplies restroom facilities
- Dust furniture, walls, and equipment
- Clean windows, mirrors, and partitions with soap and other cleansers
- Keep an inventory of cleaning and repair supplies
- Keep walls clean and free of stains - painting as needed
- Remove trash
- Keep building and property in clean and orderly condition
- Perform routine repair and maintenance activities
- Perform heavy cleaning duties
- Sweep, mop, scrub, or vacuum floors
- Notifies director regarding the need for repairs or maintenance of building
- Drive vehicles to help maintain vehicles
- Pickup supplies
- Maintaining drivers log
- Assist participants as needed

Additional Job Duties

- Other duties as needed, required, or assigned

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- General knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently
- Knowledge of department activities
- Ability to understand oral and written directions

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- Ability to read and write; physical ability to perform heavy manual work
- Ability to work independently
 - Basic computer skills (email, Microsoft Office Suite, Internet)

Physical Requirements

- Physically able to perform duties such as standing for long periods, squatting, bending and lifting heavy objects
- Lift 20+ pounds

Education and Experience

Graduation from high school or GED equivalency. One (1) – three (3) years' experience in use and knowledge of cleaning supplies, equipment and techniques.

Special Requirements

Valid North Carolina driver's license. Ability to work 20+ hours weekly (no set schedule).