Town of Hooksett Job Description
Public Works Department
“Custodian - (Town Hall and District Court)”

Date: May 2001

General Position Description
This position reports to the Building Maintenance Division Crew Chief. The job entails janitorial and light maintenance duties. This job description is meant to be illustrative only and is not all-inclusive. There are maintenance and cleaning issues that may need to be done on an as-needed basis and are not listed in this job description because of the unknown nature of the item(s). However, regular duties are listed to show a general summary of the position description.

Specific Job Duties
1. Request all maintenance and cleaning supplies through the Administrative Assistant.
2. Report building and property hazards, problems and repair needs, to the Administrative Assistant.
3. Wash all floors daily. Polish floors as needed.
4. Vacuum carpet daily. Request carpet cleaning on a semi-annual or as-needed basis.
5. Clean bathrooms daily including floors, sinks, toilets, shelves, sills, etc. Stock bathrooms with supplies such as toilet paper, paper towels, liquid soap, etc.
6. Empty garbage cans daily and replace liners as needed but at a weekly minimum.
7. Clean and neaten heavy traffic areas daily such as meeting rooms, tables and chairs in meeting rooms, breakroom table, counter tops, shelves, appliances in breakroom, glass doors, etc.
8. Fill water bubblers when empty.
9. Polish and clean offices including chairs, desks, computer equipment, filing cabinets, wainscoting, heating elements, equipment room equipment, and any surface as needed or requested. The only exception to this would be if a particular department, or employee requested their work area not be cleaned or touched.
10. Conduct a thorough semi-annual cleaning of all rooms in the building including ceilings, walls, wainscoting, heating elements, tops of doors, windows, etc.
11. Perform general light maintenance as needed such as replacing light bulbs, moving furniture around as requested, paint touchups, tightening of loose hardware, and minor repairs, etc.
12. Assure all walkways, gardens, parking lots, yard areas, and other all areas are clear of litter and debris. Clean cigarette disposalurns on a daily basis.
13. When present, secure building at the close of business. If not present, make arrangements with the Administrative Assistant for securing the building.
14. Perform other duties as requested.

Minimum Qualifications
1. Custodial experience of one year.
2. Any equivalent combination of education and experience.

Other Considerations and Requirements
1. This position requires attention to cleanliness for the employees and public.
2. This position requires the ability to read and follow written instructions.
3. This position requires the ability to follow verbal instructions.
4. This position requires a high level of confidentiality and trust.
5. This position requires a high level of judgment to evaluate and act on issues and problems in and around the building or forward them to the appropriate authority.
6. Possible coverage requirement for other janitors in other buildings for vacations, sick time, etc.
Physical Activity Requirements
1. Vision – Corrected to 20-30, necessary to read vendor instructions/directions, in-house cleaning instructions/directions, notes, labels, etc. and to visually detect areas in need of cleaning and repair.
2. Hearing – Necessary for listening to verbal instructions and detecting the proper and improper operation of cleaning equipment and building equipment.
3. Talking - Necessary for communicating with supervisors, and occasionally the public.
4. Dexterity - Necessary for mental skill needed in evaluating and repairing problems. Necessary for readiness and smoothness in physical activities such as carrying supplies, operating various pieces of cleaning equipment including ladders, supplies, and general cleaning of areas where dexterity would be needed.
5. Mobility – Adaptability and versatility needed to move from area to area, floor to floor, in, around and on top of the building in order to clean and conduct light maintenance such as climbing ladders to replace ceiling tiles and light bulbs; minor paint touch-up jobs on walls, doors and ceilings; dry wiping or washing walls and ceilings; carrying supplies, etc.

Primary Physical Requirements
1. Lift and carry up to 50 pounds – required.
2. Lift and carry 51 or more pounds – occasionally required.
3. Bending, walking, kneeling, climbing, stooping, stair usage, and repetitive motions needed to carry out cleaning and maintenance duties.
4. Standing two hours consecutively, up to four total hours.

Schedule
General work schedule is Monday through Friday, at the close of business or after business hours. Two hours nightly and up to four hours nightly as schedule is set. Friday’s work schedule may be done on a Saturday or Sunday in time for Monday’s work day.