

VILLAGE OF ROCHESTER
JOB DESCRIPTION
BUILDING CUSTODIAN
PART-TIME HOURLY POSITION

General Function: This part-time position performs general cleaning, maintenance, and other miscellaneous duties at the Rochester Village Hall. Scheduling is flexible, but must average between three and seven work hours per week depending on the various tasks that need to be performed. This position also assists with set up and take down for various building uses.

Duties:

1. Perform once-weekly cleaning tasks as follows:

- Empty trash and recycling receptacles throughout building and place in dumpsters;
- Clean restrooms including toilets, disinfecting counters, faucets, toilet seats and rims, cleaning of floors; and replenishment of supplies (paper, soap, etc.);
- Clean waiting area including the vacuuming and dry mopping of mats and floors, wiping down counters, wiping down chairs, the watering of plants and removal of dead foliage;
- Clean entrance vestibule including vacuuming mats and floor, wiping down ledges, vacuuming baseboards and corners, cleaning entrance door glass, shaking out or sweeping entrance mats, wiping down entrance keypad, and wiping down drop box;
- Clean offices and kitchen including vacuuming, dry mopping, and floor scrubbing as needed;
- Maintain cleaning equipment (vacuum and floor scrubber) according to manufacturer's recommendations.

2. Perform additional tasks when needed:

- Conduct building checks after facility rentals; perform cleaning and replenish supplies as necessary at that time;
- Notify staff when paper supplies and cleaning products need to be ordered;
- Work cooperatively with building staff in setting up for various building uses;
- Assist with various assembly projects and the moving of furniture as needed;
- Perform exterior building maintenance such as the cleaning of windows, gutters, and siding;
- Assist with grounds maintenance, including snow shoveling and the raising and lowering of flags.

3. Secure building/area before leaving.

Desired Qualifications:

1. Initiative and self-motivation to work independently.
2. Good communication skills (verbal and written) in order to effectively work with staff and community.
3. Good manual and mechanical ability.

4. Ability to work independently in a variety of environmental situations including indoors, outdoors (summer and winter) and work from a ladder from various heights.
5. Ability to exercise good judgment in carrying out assignments.
6. Ability to work in a positive manner.
7. Ability to perform a variety of other duties as may be assigned consistent with the position of Building Custodian without loss of efficiency or composure.
8. Knowledgeable in accepted cleaning/maintenance practices.
9. Such alternatives to the above qualifications as the Village finds appropriate and acceptable.

Other Requirements:

1. Provide own transportation to and from work.
2. Prior to hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant’s suitability and competence to perform in the position. The background check must demonstrate the applicant’s ability to respect and abide by local, state, and federal laws.

Physical Requirements: The physical demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Driving		✓
Lifting (pounds)	40	
Carrying (pounds)	40	
Stooping, Bending	✓	
Kneeling, Squatting	✓	
Walking	✓	
Standing	✓	
Sitting	✓	
Climbing, Balancing (e.g., climbing and working from ladder)	✓	
Use of Hands to Finger, Handle, or Feel	✓	
Physical Coordination (sequential or simultaneous use of hands, arms, feet, and legs)	✓	
Eye-Hand Coordination	✓	
Close Vision (clear vision at 20 inches or less)	✓	
Distance Vision (clear vision at 20 feet or more)	✓	

Color Vision (ability to identify and distinguish colors)	✓	
Depth Perception (ability to judge distance spatial relationships)	✓	
Hearing	✓	

3. **WORK ENVIRONMENT:** The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions (occasional)	✓	
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust	✓	
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓

TOOLS AND EQUIPMENT COMMONLY USED:

Broom and Dust Pan, Vacuum, Mop, Mop bucket and wringer, Cleaning Cloths, Toilet Cleaning Brush, A Duster, Cleaning Supplies, Floor Scrubber. Maintenance tools like a plunger, screwdriver, wrench, and hammer.

Pay: From \$16.00 per hour

Benefits: None.