

## TOWN OF OAK CREEK

**POSITION TITLE:** Custodial Worker

**DEPARTMENT:** Administration

**REPORTS TO:** Town Administrator/Clerk or Designee

**FLSA STATUS:** Non-Exempt

**WAGE:** \$16/hr

**SUPERVISORY RESPONSIBILITIES:** None

**FTE:** 60% or 24 hours per week

**BENEFITS:** Pro-rated Vacation, Sick, and Holiday Leave; no medical

**DATE APPROVED:** May 5, 2020

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**SUMMARY OF POSITION:** Performs a variety of custodial duties, minor maintenance and other miscellaneous duties in order to ensure that municipal owned or leased buildings and facilities are maintained in a healthy, safe and sanitary manner. This position allows for a flexible work schedule; with paid leave and retirement benefits. There are no medical benefits with this position.

### ESSENTIAL DUTIES

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Oak Creek retains the right to modify or change the essential and additional functions of the job at any time.*

- Clean and care for owned or leased buildings in order to ensure they are maintained in a safe and healthy manner.
  - Town Hall:
    - Clean and vacuum offices and meeting rooms;
    - Mop tile and concrete floor areas;
    - Dust furniture and fixtures as needed;
    - Wash and disinfect all bathroom floors, toilets, toilet seats, fixtures and water fountains as needed;
    - Spot clean walls and toilet partitions as needed;
    - Replenish paper supplies and soap as needed;
    - Empty and reline waste cans and place trash in outside garbage cans/dumpster;
    - Clean window and door glass as needed (exterior windows done by contractor annually);
    - Perform and/or report minor maintenance repairs;
    - Clean break area sink and counter
  - South Routt Community Center (SRCC):
    - Community room, second story landing and stairway cleaned prior to Monday, Wednesday and Friday lunches including sweeping floor and mopping if needed;
    - Library, 3<sup>rd</sup> floor, north community room kitchen and other entryways, stairways and landings vacuumed, swept and, if needed, mopped at least bi-weekly;
    - Kitchen, clean only after rented events;
    - Empty and reline waste cans and place trash in outside garbage cans/dumpster (food service waste cans should be emptied following the Monday, Wednesday and Friday lunches) and clean and sanitize waste cans if needed;
    - Dust furniture and fixtures as needed;
    - Wash and disinfect all bathroom floors, toilets, toilet seats, fixtures and water fountains daily;
    - Spot clean walls and toilet partitions as needed;

- Replenish paper supplies and soap as needed;
- Clean horizontal surfaces, e.g. window ledges, baseboard heaters and trim, heater vents, monthly;
- Clean window and door glass as needed (exterior windows done by contractor annually);
- Clean to remove fingerprints and soil on doors, frames, light switches, kick and push plates, handles and railings;
- Dust venetian blinds (cleaned and coated by contractor annually);
- Clean community room tables and chairs as needed.
- Perform and/or report minor maintenance repairs.
- Decker Park and Pump Track Concession Building (Summer Seasonal):
  - Wash and disinfect all bathroom floors, toilets, toilet seats, fixtures and water fountains as needed;
  - Spot clean walls and toilet partitions as needed;
  - Replenish paper supplies and soap as needed;
  - Empty and reline waste cans and place trash in outside garbage cans/dumpster;
  - Perform and/or report minor maintenance repairs;
  - Clean concession area sinks and counters as needed;
  - Mop tile and concrete floor areas;
  - Sweep outside patio area as needed;
  - Report damages and acts of vandalism.
- Ice Rink Hut (Winter Seasonal):
  - Wash and disinfect all bathroom floors, toilets, toilet seats, fixtures and water fountains as needed;
  - Spot clean walls and toilet partitions as needed;
  - Replenish paper supplies and soap as needed;
  - Empty and reline waste cans and place trash in outside garbage cans/dumpster;
  - Perform and/or report minor maintenance repairs;
  - Clean concession area sinks and counters as needed;
  - Mop tile, concrete or matted floor areas;
  - Report damages and acts of vandalism.
- Coordinate with contractor(s) on annual or semi-annual cleaning tasks:
  - Stripping/waxing of floors;
  - Carpet deep cleaning and shampooing.
- Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner
  - Ensure cleaning materials and supplies are stored in a safe and orderly manner (note that children often use the community room at the SRCC);
  - Maintain an adequate supply of cleaning materials and supplies;
  - Coordinate with administrative staff to restock materials and supplies as needed (Steve Green Company is our current vendor);
- Other duties as assigned.

## **REPORTING RELATIONSHIPS**

Direction is provided by the Town Administrator/Clerk or designee. Work with Jim Barker from Steve Green Company to keep all cleaning supplies stocked.

## **KNOWLEDGE, SKILLS, ABILITIES**

- Knowledge of standard cleaning procedures, chemicals, products and equipment;
- Knowledge of workplace safety and Workplace Hazardous Materials Information System;

- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products;
- Ability to work under little supervision.
- Demonstrated skills in team building, decision making, problem solving, effective verbal and listening communications, time management, and working with little or no supervision.
- Honest, trustworthy, respectful, culturally sensitive, flexible, and demonstrated sound work ethics.

**WORK ENVIRONMENT:**

- Working environment often includes fumes, odors and dust, and toxic or caustic chemicals.
- Some tasks may be unpleasant, e.g. cleaning of restrooms.

**PHYSICAL AND OTHER REQUIREMENTS:**

- Work requires standing, walking, lifting of heavy objects, operation of cleaning equipment, and moving of furniture.
- Must be able to do a great deal of stretching and bending.