

TOWN OF SHREWSBURY

JUNIOR BUILDING CUSTODIAN I **Temporary part-time cafeteria cleaning**

Definition

Semi-skilled manual work relating to the care and maintenance of school buildings, grounds and related facilities; all other related work, as required.

Supervision

Works under the general supervision of the Assistant Superintendent of Custodial Maintenance. Duties may include oversight by a Senior Building Custodian.

Performs routine and responsible functions, requiring some judgment in ensuring cleanliness, safety, comfort, and proper maintenance of school buildings and facilities.

Job Environment

Work for this position is mainly performed during school lunches in the cafeteria, and includes cleaning floors, tables, chairs and walls, along with removing trash and recycling created during this time, but not limited to this duty.

Work is performed on school days during school lunches from 11AM to 2PM.

The employee may operate hand tools and power tools, such as vacuum cleaners, buffers and floor scrubbers.

Essential Duties and Responsibilities

The essential functions or duties listed below 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.

Maintains public buildings, inside and outside; cleans rooms, washrooms and toilets; vacuums and cleans rugs; washes woodwork and windows; cleans and disinfects floors; strips and waxes floors; empties trash; dust, mops, replaces light bulbs, and performs related cleaning functions.

Maintains grounds surrounding buildings by mowing lawns and trimming hedges; picks up and disposes of litter; removes snow and ice and clears walkways.

Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

High school diploma; some experience in custodial and building maintenance work desirable; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

General knowledge of cleaning methods. Knowledge of cleaning supplies and materials, including potential chemical interactions. Knowledge of basic building maintenance techniques and plumbing, heating and equipment operations.

Ability to read English. Ability to follow instructions and complete tasks in a timely fashion. Ability to use initiative and work independently. Basic computer operation skills.

Basic skills in performing preventive maintenance on buildings and equipment. Good communication skills, especially listening and understanding.

Special Requirements

Massachusetts Class D Driver's License

Physical Requirements

Constant moderate physical effort is required, with occasional strenuous effort demanded. Position requires extensive walking, reaching, standing, stooping and climbing when performing functions. Occasionally required to lift, move, and/or push furniture and equipment weighing up to 50 pounds. Physical agility is required to access all areas to be cleaned. May require the ability to work on ladders. May spend entire shift engaged in physical activity. Requires vision adequate to operate hand tools.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.