

Montville Township Board of Trustees

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:	Position Title: Custodian
Department: Board of Trustees	Employment Status: Part-time
Reports to: Trustee Liaison	FLSA Status: Non-exempt
Normal Hours: Not to exceed 29 hours per week	EEO Status: 08-
Civil Service Status: Unclassified	

CLASS DESCRIPTION:

This is a general custodian position that reports directly to the Board of Trustees through the assigned Trustee Liaison. This position provides general cleaning of the Community Center building. This position also contemplates other responsibilities as assigned by the Board of Trustees.

QUALIFICATIONS:

Completion of High School or any equivalent; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities for the position. Courteous assistance with the public, township residency preferred, able to perform duties as identified in the Montville Township Job Description of Custodian.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive: floor cleaner, mop, cleaning tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee must negotiate, use, work with, or in the vicinity of: portable and fixed ladders, stairs, flammable and combustible liquids; corrosives, air contaminants; hazardous chemicals; human blood or other potentially infectious materials; personal protective equipment including eye and face protection, foot protection; lift up to (80) pounds and carry up to eighty (80) pounds.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

ESSENTIAL FUNCTIONS OF THE POSITION:

Entry areas:

- Vacuum mats
- Mop area (including corners & behind doors)
- Check hand sanitizer
- Dust Cobwebs
- Check Emergency lighting and Smoke Detectors

Main Hall:

- Check Restroom supplies: (toilet paper, hand soap)
- Empty Trash cans
- Wipe down/sanitize sinks, stalls, urinals, and doors in restroom
- Sweep, mop floors including the stage (including corners & behind doors)
- Vacuum mats
- Dust Cobwebs

Date Adopted: _____

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Social Room:

- Check Restroom supplies: (toilet paper, hand soap)
- Empty Trash cans
- Sweep, mop floors (including corners & behind doors)
- Clean toilets with bowl cleaner
- Clean/sanitize sinks and doors in restroom
- Clean sinks in kitchenette and dry
- Clean/sanitize counters in kitchenette
- Wipe out/off front & inside of refrigerator and microwave

Kitchen:

- Mops floors
- Clean sinks & dry
- Empty Trash cans
- Wipe out/off front & inside of refrigerator and freezer(prop open when not in use)
- Check chemicals for dishwasher
- Wipe off/sanitize counters
- Wipe off dishwasher front
- Wipe out/off microwave
- Dry out steam tables

Zoning Office:

- Dust desk areas
- Vacuum
- Empty trash can

Meeting Room:

- Dust window ledges, counter
- Vacuum
- Empty trash can
- Clean meeting table

OTHER DUTIES AND RESPOSIBILITIES:

Performs other related duties as assigned.

Report any problems found in the building to the Trustee liaison.

Attends meeting (including trustee board meetings) as assigned.

SALARIED AND BENEFITS:

Salary determined by Montville Board of Trustees

Membership in the Ohio Public Employees Retirement System (OPERS)

Date Adopted: _____