

**The Town of West Hartford  
Is seeking Applicants for the Position of**

**PART TIME CUSTODIAN**

**Job Purpose**

Keeps assigned indoor or outdoor areas in clean, safe and orderly condition by performing general maintenance duties.

**Essential Job Functions**

- Cleans offices, hallways, lobbies, locker rooms, rest rooms, corridors, stairways, kitchens and other facility areas. Sweeps, scrubs, strips, waxes and polishes floors, using brooms, mops and powered scrubbing and waxing machines.
- Cleans rugs, carpets and upholstered furniture using vacuum cleaner.
- Dusts furniture and equipment. Polishes metal work, cleans and defrosts refrigerators. Washes interior windows, door panels and sills.
- Empties wastebaskets and recycling bins. Transports trash to disposal area.
- Cleans and sanitizes lavatories, washes floors, cleans mirrors, basins and counter tops. Replenishes supplies in facility rest rooms.
- Mixes chemical cleaning solutions.
- Replaces light bulbs.
- Sets up and arranges chairs, tables, equipment and other materials in meeting and function rooms. Assists in the preparation of facility rooms for use by town, private organizations and/or groups.
- Removes snow, ice and debris from sidewalks, facility entrances and exits as assigned.
- Notifies supervisor concerning need for major repairs or service.
- Assignment may change from building to building to meet operational needs.
- Follows all applicable safety rules and procedures.
- Reports work accomplished orally or in written format to supervisor.
- Performs other duties as required.

**Knowledge, Skills and Abilities**

- Knowledge of building maintenance and cleaning methods, practices, techniques and materials used in cleaning operations.
- Ability to learn the operation and care of vacuum cleaners, polishing machines and other janitorial equipment.
- Ability to perform custodian services safely, effectively and efficiently.
- Ability to understand and follow detailed, but uninvolved oral and written instructions and Material Safety Data Sheets (MSDS).
- Ability to lift medium weights.
- Ability to meet with and offer assistance to officials, staff, other employees, and the general public in a courteous manner.

- Ability to perform heavy cleaning, moving, shoveling and lifting up to 50 pounds.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Sufficient stamina to perform strenuous physical labor.
- Ability to move throughout town facilities, other town buildings and sites.

### **Minimum Qualifications**

Completion of the tenth grade. Previous relevant building maintenance experience is required. Education and experience may be substituted.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be frequently exposed to indoor environment; moving mechanical parts; fumes, airborne particles, and dust; and hazardous materials such as chemical solutions. May be exposed to blood, body tissues, or fluids. The employee occasionally may be work in an outdoor environment exposed to varying weather conditions and/or temperature extremes. Personal protection equipment is required in the performance of many job functions.

### **Applications**

Applications may be obtained from and submitted to the Plant & Facilities Department, 17 Brixton Street, West Hartford, CT 06107.

*An Equal Opportunity/Affirmative Action Employer – M/F*