

Appendix L:
Revised 9/29/21

Town of North Branford
Parks, Recreation, and Senior Department
PART-TIME CUSTODIAN
JOB DESCRIPTION

General Purpose: Performs a variety of skilled and semi-skilled tasks in the cleaning and maintenance of the Community Center and other building and grounds as assigned. Maintains safety standards at all times. Follows and enforces town and department policies. Ensures quality customer service at all times.

Essential Duties & Responsibilities:

- Perform cleaning and maintenance tasks, including but not limited to dusting, sweeping, vacuuming, or washing floors, windows, and walls.
- Disinfecting surfaces
- Remove trash and debris from assigned properties.
- Sets up, moves, and takes down various items of furniture or equipment.
- Checks various types of building equipment for normal operating conditions.
- Replaces damaged or broken fixtures and equipment.
- Inventories and dispenses routine materials and supplies.
- Monitor buildings and grounds for security and safety conditions.
- Performs manual snow and ice controls tasks, when needed.
- Water and weed gardens, flower pots and hanging baskets as needed.
- Reports abnormal building conditions to supervisor.
- Ensure quality customer service through positive interactions with participants, staff, guardians, and the public.
- Maintains highest level of safety and risk management at all times.
- Responds appropriately to all emergencies and reports all incidents to appropriate supervisor.
- Responsible for maintaining all money handling procedures as outlined by supervisor.
- Maintain records, reports, daily equipment, and facility checks, and other reports as assigned.
- Maintain appropriate certifications and training hours as required.
- Other duties as assigned.

Qualifications:

- Some high school
- American Red Cross CPR & First Aid
- Experience in custodial, janitorial or maintenance work

Immediate Supervisor: Parks, Recreation, and Senior Director and/or Recreation Supervisor.

Physical Demands: Physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions. While performing the duties of this position, the employee is regularly required to talk and hear clearly and exchange information with other employees, patrons and the general public. The employee is frequently required to lift, walk, sit, and stand for prolonged periods of time; carry, push, and/or pull-walk; frequent stooping, kneeling, crouching, climbing ladders and/or crawling; and significant fine finger dexterity. Specific vision abilities required by the job include close vision, distance vision, color vision, and the abilities to adjust focus. The employee must be capable of lifting and carrying up to 75 pounds.

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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions, which are often adverse, both in the cold and heat. The employee will be required to work in storm conditions, rain, snow, sleet, and other conditions that may be present in New England.

Selection Guidelines: Formal application, oral interviews, and reference checks.

The duties listed above are intended as illustrations of 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 logical assignments to the position.

The job description does not constitute an employment agreement between the employer and employee.

Approval: _____ **Revision History:**
Town Manager

Date of Town Council Approval: **Effective Date:**