

ONOTA TOWNSHIP CUSTODIAN DUTIES

Under the general supervision of the township supervisor, the custodian will perform all duties in a prompt work-like manner.

Qualifications

Must be at least 18 years old

Duties *(include but are not limited to)*

Cleaning and maintaining Township Hall

- * Maintains cleanliness of hall for all scheduled events and meetings. This includes sweeping and dust-mopping main hall as needed.
- * Checks hall calendar weekly for upcoming events and meetings and prepares hall accordingly (light shoveling, putting down ice melt, raising flag etc).
- * Removes trash weekly.
- * Office: Cleans office area weekly, including dusting, and sweeping beneath desks.
- * Bathroom: Checks and services bathrooms on a weekly basis to ensure cleanliness (paper towel and soap are filled, counters are wiped, floors are clean, etc).
- * Kitchen: Cleans cabinets and drawers on a monthly basis (remove any mouse droppings) and ensures kitchen area is clean and rodent free.
- * Cleans windows and vacuums inside sills as necessary.
- * Maintains dumpster area by picking up trash around dumpsters as warranted.
- * Sets up chairs for meetings.
- * Fills out and submits a monthly timesheet.

This is not meant to be an exhaustive list of duties, and other work may be assigned as necessary.

Onota Township is an equal opportunity employer.