

TOWN OF STOWE, VERMONT

JOB DESCRIPTION

JOB TITLE: Cleaning Specialist
PAY GRADE: \$20 per hour
FTE: 25 hours per week
SUPERVISOR: Assistant Director Public Works, Library Director, and Parks and Recreation Director

PURPOSE OF JOB

The purpose of this job is to be responsible for maintaining the cleanliness of municipal buildings and the surrounding grounds to ensure a safe, clean, and attractive workplace for municipal employees and the public, primarily for the Stowe Free Library and David Gale Recreation Center, and may include some light maintenance work.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned.

Duties and Responsibilities:

Performs routine cleaning and sanitization duties for municipal buildings and facilities including, but not limited to, dusting, cleaning and restocking restrooms, washing windows, and cleaning and maintaining floors (sweeping, mopping, vacuuming, stripping, waxing, buffing, polishing, shampooing carpets).

Operates job-related manual and mechanical equipment including but not limited to brooms, brushes, mops and mop buckets, ladders, custodial carts, vacuum cleaners, floor washers and floor buffers. Ensures safe use and care of equipment, tools, and supplies.

Ensures adherence to quality and safety standards, Town policies, and industry standards. Does a safety check before operating equipment. Attends safety trainings and meetings as required.

Empties trash and recycling and cleans outside entrances as well as clears litter around the outside of buildings.

Maintains a thorough inventory by ordering and stocking adequate cleaning supplies, paper goods, light bulbs, hand soaps, personal protective equipment such as hand gloves and protective eye wear for safety in the position, etc. Maintains clean and organized custodial rooms and closets.

Performs minor maintenance, such as replacing light bulbs, moving furniture, painting, etc.

Assists in salting and snow removal on entryways.

Works independently with minimal supervision and has excellent time management skills.

Is conscientious when performing duties to minimize disruption to the operations, most notably while working in office spaces.

Maintains confidentiality at all times with regard to information that may be obtained while performing duties.

In consultation with Assistant Public Works Director, calls contractors for maintenance and repairs to keep the building operational. Brings to the Assistant Public Works Director attention significant maintenance and repair issues. Assist as directed by the Assistant Public Works Director, with the scheduling and coordination of preventative maintenance of buildings systems including heating and cooling, elevators, sprinklers, alarms, fire extinguishers, etc.

Promotes a safe and respectful work culture through positive role modeling and strong communication skills; immediately puts a stop to any speech or behaviors which are discriminatory or otherwise conveys disrespect to others.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Three years of cleaning or custodial experience preferred. Requires a valid driver's license.

PERFORMANCE APTITUDES

Human Interaction: Requires the ability to function in a team environment interacting with other employees and the general public.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Must be able to communicate effectively.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division on a limited basis.

Functional Reasoning: Requires the ability to exercise independent judgment.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in solving problems.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (up to 50 pounds).

Town of Stowe, Vermont – Custodian

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as humidity, temperature extremes, or noise.

WORK SCHEDULE

This position may require early morning, evening or weekend work.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of this job description, and understand the duties and expectations herein. 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.

Employee signature

Date