



## CAREER OPPORTUNITY

**Job Title:** Custodian      **Department:** Community Development;  
Roosevelt Harris Jr. Senior Center

**Grade:** 7      **Hiring Range:** \$8.37/hr. - \$10.67/hr.

**Apply at:** Human Resources Department, City Hall, 601 Gloucester St., (2<sup>nd</sup> Floor) Brunswick, GA  
31520, An Equal Opportunity Employer.

**Apply by:** Until Filled

### **Job Summary**

Under supervision of the Community Services Manager, performs a variety of skilled and unskilled tasks in the custodial care and maintenance of City buildings and grounds. Performs other related duties as assigned, in support of customer needs and organizational objectives. Work is assigned by general work plans, goals, and objectives. Work is evaluated through personal conference observation, customer satisfaction and results obtained.

### **Job Duties and Responsibilities**

1. Changes light bulbs and fluorescent tubes.
2. Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.
3. Empties garbage/recycling materials and relines cans with liners daily.
4. Cleans and sanitizes restrooms and replenishes supplies; cleans sills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
5. Washes window, walls, metal and woodwork.
6. Cleans rain gutters; sweeps roofs and sidewalks
7. Picks up litter from around buildings and grounds.
8. Maintains general landscaping; raking leaves, prepare flower beds; weeding.
9. Maintains outside walk area, including sweeping debris and washing walkways.
10. Performs minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.
11. Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
12. Opens and closes, locks and unlocks facilities as needed.
13. Assists in setting up, serving and cleaning up after congregate meals.
14. Assists in the kitchen as needed in preparation of meals.
15. Keeps records of work completed.
16. Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
17. Drives van to run errands. May transport others.

18. Moves and set up furniture, pictures, etc. as needed and assigned.
19. May serve on various employee committees, as required and assigned.
20. May work some weekends, evenings, and holidays, as needed.
21. Performs other related duties as assigned in support of customer needs and organizational objectives.

**Knowledge, Skills, Abilities, and Other Characteristics:**

1. Ability to perform manual work which requires bending, kneeling, crouching, moving furniture, standing, walking, lifting, and occasional climbing necessary to complete the tasks described. Ability to lift and/or move up to 25 pounds and occasionally lift and/or move than 100 pounds.
2. Ability to operate and use tools and equipment properly and safely including floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, brooms and dusting equipment.
3. Knowledge of equipment, materials and supplies used in building and ground maintenance.
4. Working knowledge of basic equipment and supplies required to perform minor building repairs.
5. Knowledge of safety precautions related to custodial work.
6. Ability to work independently and to complete daily activities according to work schedule. Ability to follow through to task completion without reminder.
7. Ability to communicate effectively, orally and in writing.
8. Ability to develop and maintain effective interpersonal working relationships with customers, co-workers and the public.
9. Ability to understand and follow oral and written instructions.
10. Ability to assemble resources needed to perform tasks efficiently and effectively.
11. Ability and willingness to perform related duties as assigned in support of customer needs and organizational objectives, including the ability and willingness to work some weekends, evenings and holidays as needed.

**Minimum Requirements (Education, Experience, Training, Certifications/Licenses)**

Any combination of training, education and experience which demonstrates the knowledge and experience to perform the tasks described. Ability and willingness to work some weekends, evening, and holidays as needed. Safe driving record and valid driver's license. Pre-employment drug screening and physical examination required. Motor Vehicle Records history and Criminal Background check required.