

## Town of Pittsfield Custodian

Custodian is responsible for maintaining and protecting our facilities. The external and internal appearance of a building reflects on the occupants. It is important for a custodian to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism.

The ideal custodian is focused on building upkeep. They will have a keen eye for detail and will be diligent in custodial maintenance jobs.

### Responsibilities

- Ensure spaces are prepared by taking out trash, tidying furniture and dusting surfaces
- Sweep and mop floors and vacuum carpets
- Wash and sanitize toilets, and sinks and restock disposables (e.g. soap)
- Wipe mirrors and windows
- Restock necessary items (e.g. soap, paper products)
- Safe and proper use of insecticides to prevent infestation by dangerous pests
- Maintain inner and outer premises by watering plants, sweeping walks, cleaning entrances
- Recognize and report maintenance and repair needs (broken switches, door handles, minor leaks etc.) Ability to perform basic maintenance work and minor repairs is a plus (replacing lightbulbs etc.)
- Undertake occasional custodial and janitorial tasks (shoveling snow from the sidewalk, lifting heavy items, moving chairs, assisting in set up of chairs and tables, etc.)

### Desired Skills

- Proven experience as custodian, janitor or in a similar role
- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Attention to detail and conscientiousness
- Familiarity with basic landscaping and handyman practices
- Good physical condition and strength, ability to lift 50 pounds
- High school diploma is preferred but not required