



TOWN OF STOW
380 Great Road
Stow, Massachusetts 01775

TOWN OF STOW CUSTODIAN

The Town of Stow is seeking a part-time (18 hrs/wk) custodian, to assist the two full-time custodians, with cleaning and maintaining a healthy interior environment of municipal buildings.

General duties include the following: solid waste cleanup, removal & disposal, paper, cardboard & plastic recycling, floor maintenance includes washing & waxing, carpet vacuum, kitchen cleanup, complete bathroom cleanup, refill paper products & soap, and common area cleanup. The successful candidate will also be responsible for snow & ice removal and must be able to operate a snow blower. Additional hours are available in the winter for snow removal.

Position is on Grade 2 of the Town's Compensation and Wage Schedule, with an hourly range of \$18.76/hr. to \$19.71/hr. (with 2 ½% COLA on July 1st) with NO benefits. Hours of work are expected to be 6pm to 10pm on Tuesday, Wednesday, and Thursday and 6 hours on either weekend day. Send letter of interest and resume, in a single .PDF to careers@stow-ma.gov. For the full job description, please see below. AA/EOE.

BUILDING/FACILITIES CUSTODIAN

DEFINITION

Position is responsible for cleaning and maintaining Town buildings and public facilities according to specified standards and schedules.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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 a logical assignment to the position.

- Provides daily custodial services for one or more Town buildings;
- Cleans and maintains Town buildings by vacuuming and dusting common areas, emptying wastebaskets, shampooing carpets, washing windows and walls, sweeping entryways, mopping hallways when needed and performing general housekeeping;
- Exercises care not to disturb desktops, paperwork or personal belongings;
- Cleans and maintains public restrooms by disinfecting daily, mopping floors, cleans sinks and mirrors, washes walls, partitions, doors and door handles and light fixtures on a regular basis, fills soap and paper towel dispensers, replaces toilet paper and stocks additional paper as needed;
- Performs inventory of cleaning and paper supplies, notifies supervisor of inventory needs, restocks cleaning supplies;
- Disposes of recyclable materials;
- Maintains cleaning equipment in the best possible working order and notifies supervisor of any repairs or maintenance needs;
- Secures buildings and restrooms by locking doors and windows when leaving or on the prescribed schedule;
- Performs light carpentry, painting, and other light maintenance as needed;
- Performs light landscaping duties including mowing, watering, fertilizing and removing weeds, as needed;
- Performs snow removal duties and maintains snow removal equipment as required;
- Performs monthly inspections as recommended by insurance carrier;
- Performs other related job duties as necessary.

SUPERVISION RECEIVED

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT

The work is well defined or has detailed rules, instructions, and procedures. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers incidental to the purpose of the work and involve giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on a daily basis.

EDUCATION AND EXPERIENCE

High School diploma or equivalent or an apprentice level in the trades and six months to one year of relevant experience, or any equivalent combination of education and experience. A valid driver's license is required and must be cleared in a CORI check.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of general cleaning techniques. Knowledge of chemicals and potential biohazards.

Abilities: Ability to use proper sanitary precautions when handling trash, garbage, and potential biohazards. Ability to use caution when operating heavy cleaning equipment. Ability to multi-task. Ability to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the general public and to respond in a courteous and professional manner. Ability to meet deadlines and prioritize tasks. Ability to work independently.

Skills: Time management skills. Problem solving skills and customer service and computer skills.

WORK ENVIRONMENT

Work is conducted in municipal buildings and requires work outdoors for landscaping and snow removal. Communicates via cell phone for ordinary and emergency situations.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires agility and physical strength, such as moving in or about buildings and standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There is the need to stretch and reach to retrieve materials.

Motor Skills

The work may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require reading documents for general understanding and analytical purposes.