

CUSTODIAN

The Village of North Fond du Lac is currently looking for a part-time custodian to help with the cleaning and light maintenance of a few of our facilities. The Village facilities include the Community Center, Village Library, and Municipal Building. This position would be working a total of 12 hours a week spread over 3 days. We are fairly flexible with the hours and the pay varies depending on qualifications. If you are interested in this position or would like to have a conversation on this opportunity, please submit an application or call the municipal offices at 920-929-3765.

JOB SUMMARY

This part-time position is responsible for cleaning assigned Village facilities. The Village facilities include the Community Center, Village Library, Municipal Building and others as directed.

DESCRIPTION OF WORK

Distinguishing Characteristics of the Class

The custodial workload involves the day to day maintenance of assigned facilities to allow for the maximum use of the facilities by the general public and employees of the Village. This position reports to the Public Works Superintendent, but is expected to exercise initiative in identifying work and judgment in setting priorities. This individual would work closely with staff from the administration department and public works department.

Examples of Work

NOTE: This listing of typical duties is intended to be illustrative only and does not include all of the tasks performed by the position.

- Performs specific custodial duties at the Village owned facilities to include the Community Center, Library, Municipal Building and other facilities as required.
- Maintains MSDS sheets for the Community Center, Library and Municipal Offices.
- Coordinates and performs the cleaning and maintenance schedule for the assigned buildings.
- Empties and maintains refuse and recycling containers.
- Maintains floor surfaces.
- Washes all windows.
- Cleans all kitchen and restroom fixtures.
- Spot cleans walls and floors
- Refills toilet and paper towel dispensers
- Keeps outside grounds in good condition
- Orders necessary supplies for facilities
- Performs other related duties as required.

Working Conditions

The work environment is representative of those an employee encounters while performing the essential functions of this job. 12 hours per week.

REQUIREMENTS OF WORK

Knowledge of

- Methods, techniques, materials and equipment used in the maintenance of public facilities.
- Occupational hazards, safety equipment and the safe working practices associated with public facility maintenance.

Ability to

- Establish and maintain effective working relationships with fellow employees and the general public.
- Use and maintain cleaning equipment.
- Read and interpret instructions, charts and specifications.
- Maintain necessary records.
- Communicate effectively in oral and written form.

Desired Qualifications

Graduation from high school; a minimum of two (2) years of experience in the facilities cleaning field; individual with the ability to be a self-starter; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

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