

# TOWNSHIP OF MOON

## JOB DESCRIPTION

DEPARTMENT: ADMINISTRATION  
JOB TITLE: CUSTODIAN - PART-TIME  
IMMEDIATE SUPERVISOR: PUBLIC WORKS FACILITIES MANAGER  
DATE: OCTOBER 28, 2021

### PRIMARY FUNCTION:

The Custodian performs general cleaning duties at Township facilities as outlined in the attachment to this description. This position has no supervisory responsibilities and is classified as non-exempt under the FLSA. Flexible scheduling is available but may require weekend hours. Total hours will be between 20-29 hours per week. May include weekend hours. Supervision will be provided by the Public Works Facilities Manager.

### ESSENTIAL FUNCTIONS

1. Get to and from the work site at the times scheduled.
2. Must be highly dependable, motivated and able to work and complete tasks without immediate direct supervision.
3. Stand for lengthy periods of time with short intermittent breaks and an unpaid lunch.
4. Work flexible hours to complete job and not interfere with the operations of the Township.
5. Frequently lift up to 50 pounds throughout the workday.
6. Navigate narrow stairways and hallways with bulky equipment.
7. Access areas with heights of up to 30 vertical feet above ground level.

### WORK PERFORMED:

1. Performs general cleaning duties at Township facilities (Municipal Building, Public Safety Building, Township Road Garage, Park Office, Fire Stations, etc.) typical duties outlined in the attachment to this description. Examples of the type of work performed include the following:
2. Empty and clean wastebaskets and recycling containers and insert appropriate liners on

a daily basis. Deposit trash bags and recycling materials in designated containers.

3. Clean hard surface floors by sweeping, waxing, or dust mopping. Clean carpeted areas by vacuuming. Spot clean all stains. Return furnishings to their appropriate location upon completion.
4. Clean and disinfect all sinks and drinking fountains.
5. Clean counters, chairs, and other office area furnishings.
6. Thorough clean urinals and toilets with a solution containing a commercial grade disinfectant. Damp mop lavatory floors with germicidal solutions. Clean mirrors and metal fixtures. Spot clean lavatory walls. Refill soap and paper product dispensers. Dust tops of lavatory partitions.
7. Wash entrance door glass and frames to remove marks and smudges.
8. Provide written notice to the Public Works Facilities Manager of any irregularities in need of servicing, including, but not limited to, defective plumbing fixtures, burned out light bulbs, or frayed carpets.
9. Turn out all lights except those required to be left on overnight.
10. Clean the microwave oven and disinfect the table in the employee lounge.
11. Performs any other duties or functions as assigned from time to time by the Public Works Facilities Manager.

**REQUIRED TRAINING, EXPERIENCE AND SKILLS:**

1. High school diploma or GED.
2. Valid Pennsylvania driver's license at the time of employment.
3. Ability to maintain CJIS (Criminal Justice Information System) Clearance throughout term of employment.
4. Understanding of basic cleaning techniques.
5. Ability to maintain confidentiality.
6. Ability to courteously interact with employees and members of the public.

**PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to stand, walk, use hands to finger, handle or feel; and reach with hands and arms.

**ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:**

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager \_\_\_\_\_ Date \_\_\_\_\_

Incumbent \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT A****CLEANING SPECIFICATIONS FOR TOWNSHIP FACILITIES**

<i>Level of Service</i>	<i>Frequency of Service</i>
<b>OFFICES / MEETING ROOMS / LOCKER ROOM</b>	
1. Vacuum all carpeting, including edge cleaning	Daily
2. Sweep tile floors	Daily
3. Empty and rebag all trash containers	Daily or as needed
4. Thoroughly wash all tile floors	1 time per week or as needed
5. Dust / clean all desk tops, furniture, telephones, file cabinets, counters, ledges, windowsills, heating units, tables, bookshelves	1 time per week
6. Clean interior glass doors, glass & frames	1 time per week
7. Empty recycling paper receptacles	1 time per week or as needed
8. All tile floors to be buffed	Quarterly
9. Wipe down all interior doors	1 time per month
10. All tile floors shall be stripped, cleaned, waxed and sealed with a slip-resistant floor finish	2 times per year
11. Clean ceiling fans	2 times per year
12. All carpeting shall be shampooed	1 time per year
13. All carpeting shall be spot cleaned	As needed
14. All areas are to be kept free of cobwebs	As needed
15. All heating and air-conditioning vents	As needed
<b>HALLWAYS / ENTRANCEWAYS:</b>	
1. Vacuum all carpeting	Daily
2. Pick up area rugs, sweep tile floors, lay area rugs back down	As needed
3. Empty and rebag trash containers	Daily

## CUSTODIAN (cont.)

Page 5 of 6

4.	Clean and sanitize all water fountains	Daily
5.	Thoroughly wash all tile floors	2 times per week min.
6.	Clean furniture, counters, ledges, windowsills, heating units	1 time per week
7.	Clean interior glass doors including glass and doorframes	1 time per week
8.	All tile floors shall be buffed	Quarterly
9.	Wipe down all interior doors	1 time per month
10.	All tile floors shall be stripped, cleaned, waxed and sealed with a slip resistant floor finish	2 times per year
11.	All carpeting shall be shampooed	1 time per year
12.	All carpeting shall be spot cleaned	As needed
13.	Mop tile floors when wet (from rain) or salt stained in winter	As needed
<b>RESTROOMS:</b>		
1.	Sweep tile floors	Daily
2.	Empty and rebag all trash containers	Daily
3.	Refill bathroom supplies, i.e. toilet tissue, soap, paper towels, convenience machines	Daily
4.	Clean toilet bowls, toilet seats and urinals with disinfectant soap	Daily
5.	Clean and sanitize sinks and fixtures with disinfectant	Daily
6.	Clean mirrors	Daily
7.	Thoroughly wash all tile floors with disinfectant soap	2 times per week
8.	Clean furniture, counters, ledges, windowsills, heating units, light fixtures	1 time per week
9.	Clean ceramic tile	1 time per month
10.	Wipe down all interior doors	1 time per month
11.	All tile floors to be buffed	2 times per month
12.	All tile floors shall be stripped, cleaned, waxed and sealed with a slip resistant floor finish	2 times per year
<b>LUNCHROOM:</b>		
1.	Vacuum all carpeting, including edge cleaning	Daily
2.	Sweep tile floors	Daily
3.	Empty and rebag all trash containers	Daily

CUSTODIAN (cont.)

Page 6 of 6

4.	Thoroughly wash tables and counters	Daily
5.	Clean and sanitize sink and fixtures with disinfectant	Daily
6.	Thoroughly wash all tile floors	2 times per week
7.	Clean all furniture, ledges windowsills, heating units	1 time per week
8.	Refill soap and paper towel dispensers	1 time per week or as needed
9.	All tile floors to be buffed	2 times per month
10.	Wipe down all interior doors	1 time per month
<b>STAIRWAYS AND LANDINGS:</b>		
1.	Vacuum all carpeting	Daily
2.	Pick up area rugs, sweep tile floor, lay area rugs back down	As needed
3.	Thoroughly wash all tile floors	As needed
4.	Clean all railings, window ledges and sills, heating units	1 time per week
5.	Clean interior glass doors, including glass and door frame	1 time per week
6.	All tile floors to be buffed	2 times per month
7.	Wipe down all interior doors	1 time per month
8.	All tile floors shall be stripped, cleaned, waxed and sealed with a slip resistant floor finish	2 times per year
9.	All carpeting shall be shampooed	1 time per year
10.	All carpeting shall be spot cleaned	As needed

There will be **NO** cleaning services provided for the Police Department Detectives' offices unless specifically requested. Also, there will be **NO** cleaning services provided for the Fire Department's Dayroom, Kitchenette and Truck Bay area.