

# TOWNSHIP OF MOON

## JOB DESCRIPTION

DEPARTMENT: ADMINISTRATION  
JOB TITLE: CUSTODIAN  
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. Supervision and guidance 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 hear. 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.)

|                   |   |                       |
|-------------------|---|-----------------------|
| 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.)

|                                |   |                              |
|--------------------------------|---|------------------------------|
| 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.