

COA
CUSTODIAN – PART TIME

The Town of Warren is committed to the full inclusion of all qualified individuals and, as part of this commitment, will provide reasonable accommodation to perform essential job functions as required by law.

DEFINITION

This position is responsible for all aspects of cleaning, light maintenance of the building and Senior Center grounds.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types 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.

- Cleans and sanitizes the Senior Center, including trash removal, washing bathrooms, tables and floors, windows, and dusting.
- Performs light grounds work. Removes snow from doorways, ramps, and sidewalks. Puts down sand/salt in icy areas.
- Sets up and/or breaks down tables, chairs for functions, and helps put up and take down decorations.
- Brings items up and down from the basement storage area. Items may include decorations and medical equipment.
- Picks up mail from the post office daily.
- Coordinates with the Director on any special projects or building needs.
- Performs other related job duties as required.

SUPERVISION RECEIVED

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

JUDGMENT AND COMPLEXITY

The work is governed by numerous standardized practices, procedures, or general instructions; some cases require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

NATURE AND PURPOSE OF CONTACTS

Contacts are primarily with co-workers, vendors, and the public. Interactions involve frequent tactful explanation, discussion, or interpretation of practices, procedures, regulations, or guidelines to render service, plan, or coordinate work efforts, resolve operating problems, or assist dissatisfied customers.

CONFIDENTIALITY

The employee has access to limited sensitive or confidential records that require appropriate handling in accordance with established protocols.

VAN DRIVER/CUSTODIAN

MINIMUM QUALIFICATIONS

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- High School diploma or equivalent
- 1 year experience
- Valid Driver's License and good driving record

Must be pursued after hire:

- First Aid & CPR certification

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of cleaners and cleaning methods.
- Effective communication and time management skills.
- Ability to maintain confidentiality; maintain a level of compassion and patience with the elderly population; and maintain effective working relationships.

PHYSICAL & ENVIRONMENTAL WORKING CONDITIONS

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

- Works primarily indoors, as well as some outside work, in a senior center setting.
- When performing administrative functions, sits or stands, with intermittent periods of stooping and walking; when in the field, stands or walks for extended periods and applies agility and physical strength to move in or over rough terrain; occasionally moves, lifts, or carries heavy objects weighing up to 50 lbs.
- Applies eye-hand coordination with finger dexterity and motor coordination to use tools and equipment safely and precisely.
- Routinely reads documents for general understanding and analytical purposes, including handwriting, directions, maps, written directions, reports, and forms; inspects surroundings and fine details to assess conditions of materials, equipment, landscapes, and buildings; and reviews detailed information displayed on a computer screen.