



Job Title: Part Time Custodian

Department: Elder Services

Hours: Monday – Friday 10:30 AM – 2:00 PM. Up to 19.5 hours per week

Salary: \$15.00 per hour, this is a non-union position

DEFINITION:

The staff member is responsible for ensuring a safe and clean environment for the patrons of the Elder Services Center. Employee works under the general supervision of the Director of Elder Services. The position performs routine cleaning and maintenance tasks.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended 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 logically assigned to the position.

- Cleans and disinfects all surface areas within the building.
- Responsible for sweeping and mopping floors as well as vacuuming and cleaning carpets.
- Responds to urgent situations, such as spills.
- Washes windows and windowsills.
- Cleans and disinfects restrooms and ensures they have adequately stocked soap, hand towels, toilet paper and other necessary supplies.
- Stocks and keeps inventory of cleaning supplies and equipment and maintains an appropriate stock at all times.
- Collects and removes trash from entire building or space.
- Makes minor repairs as necessary, including tasks such as changing light bulbs and fixing leaks.
- Notifies supervisor when major repairs, including structural issues or highly skilled tasks, are required.
- Performs outdoor upkeep as necessary, including shoveling snow, and maintaining entrances and walkways.
- Performs other related duties as required.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Elder Services and adheres to established standards of cleanliness. Completes assigned tasks according to a prescribed time schedule. Works independently and turns to the Director of Elder Services for guidance.

QUALIFICATIONS:

- Revere residency required. Waiver required for non-Revere residents.
- One to three (1-3) years of custodial and/or maintenance experience.

KNOWLEDGE, ABILITY, AND SKILLS:**Knowledge:**

- Candidate will be expected to learn and adhere to the standards of cleanliness established by the Director of Elder Services.

Abilities:

- Ability to use basic hand and power tools safely and effectively.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow written and oral directions and instructions.
- Ability to respond quickly to emergencies.

Skills:

- Creative thinking, listening and problem solving skills.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to use hands, fingers, feel or operate objects, tools or controls and reach with hands and arms and to talk and hear. The employee is required to stand, walk, sit, climb or balance. The employee is frequently required to stoop, kneel, crouch or crawl. The employee must frequently lift and or move up to 25 pounds.

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. Daily interaction with the general public in-person as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work will sometimes be performed outdoors as required for snow removal, landscaping or other outdoor maintenance tasks and at times during adverse conditions such as cold, snow or rain.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should submit a resume, cover letter and salary requirements to jobs@revere.org by 5:00 PM Friday, March 15, 2019.