

CITY OF HUNTINGTON CUSTODIAL POSITION

JOB SUMMARY: Under the direct supervision of the City Secretary, performs custodial tasks both at City Hall and the Civic Center on a regular basis. Will also be called upon to check and clean the bathrooms and kitchen area of Centennial Park as needed.

PRIMARY JOB DUTIES:

- Vacuuming on a daily basis
- Sweeping on a daily basis
- Mopping
- Dusting
- Clean bathrooms on a daily basis
- Remove garbage on a daily basis
- Clean refrigerator as needed
- Check Civic Center after rentals
- Clean Civic Center twice monthly
- Clean Civic Center as necessary if renters leave it unclean
- Clean blinds as needed
- Other tasks as assigned by the City Administrator or City Secretary

PHYSICAL CAPABILITIES:

Must be able to lift and carry up to 40 pounds, bend and squat, extend arms and push a mop, broom, and vacuum in order to perform job duties.

OTHER REQUIREMENTS:

Must possess the ability to understand and follow oral and written instructions. Must be able to write legibly and keep an inventory of cleaning supplies, etc.

This is a part-time position with no benefits. The pay scale is \$18 per hour and the schedule is 25 hours every two weeks. If it is necessary to do an extra clean on the Civic Center there will be additional compensation, and the job pays an additional \$10 each time the Civic Center is checked following a paid rental. Any cleaning at Centennial Park is also in addition to the 25 hours paid for each two week period.