

**Town of Castle Valley
Facilities Janitor
Job Description**

General Purpose

This person performs a variety of janitorial duties in the upkeep and of the Castle Valley Community Building.

Supervision Received: Position is supervised by the Mayor with some direction from the Town Clerk
Supervision Exercised: N/A.

Examples of Duties

Performs a variety of indoor janitorial duties, including weekly trash removal, biweekly refilling of drinking water, monthly transportation of recycle materials to the recycling center in Moab and keeping kitchen equipment in operating condition.

Clean building twice a month including but not limited to vacuum, dust, mop floors, remove trash, and set mouse traps.

Purchases, uses, stocks janitorial products.

Cleans bathroom twice monthly and toilets every weekend. Vinegar toilets once a month overnight.

Clean lint from big chairs once a month.

Clean folding chairs twice a year.

Performs related duties upon request.

Minimum Qualifications

Experience: Demonstrated experience in janitorial or other related fields.

Knowledge, Skills, Awareness:

- working knowledge of basic cleaning techniques for indoor cleaning projects
- ability to use janitorial tools, and handle indoor cleanup tasks
- ability to establish good working relationships with other employees and the public

Licenses/Certifications: valid Utah driver's License

Physical Demands: Works primarily indoors at floor level, performing light and moderate labor. Tasks regularly include muscular strain, including walking, standing, stooping, reaching, lifting and repetitive motion.

Compensation: \$45 per full cleaning of building, \$14.00 per hour starting wage for extra tasks

Expected Time Commitment: Per clean time depends on the applicants ability/per hour tasks up to 5 hours a month

Selection Guidelines: Letter of Interest, resume, identification as required, 3 references, interview with hiring authority.

Application Deadline: The position will remain open until filled.

6/20/2018

