

# **CUSTODIAN**

**Hourly Rate Range \$24.67 - \$27.21**

**Interested candidates can submit the application and resume to the Edison Township HR Dept 100 Municipal Blvd., Edison NJ 08817 on or before Friday, May 18, 2018.**

## **PRIMARY DUTIES REQUIRED BUT NOT LIMITED TO FOR THIS POSITION:**

Report to a Supervisor/Foreman who is responsible for the direction of house keeping services in the Township facilities. Assist with inventory control and security.

Clean and sanitize restrooms/bathrooms using established practices and procedure.

Clean, dust, and wipe furniture; sweep, mop or vacuum floors; empty/clean wastebaskets and trash containers; empty and clean outside ash trays and cigarette urns; refill restroom dispensers. Handle recycling materials.

Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.

Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.

Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.

Wash walls, and equipment; use ladders when required in work assignments.

Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.

Follow instructions regarding the use of chemicals and supplies. Use as directed.

Perform cleaning and related activities such as removing snow or debris from sidewalks, and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment. Safely operate all vehicles and other job related equipment.

Move furniture, equipment, supplies and tools on an incidental basis, either manually or by using a hand truck. Perform related duties as required. Must be capable of lifting 40 lbs without assistance.

Wash accessible interior and exterior windows. Clean blinds.

Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking,

evaluating, mathematics, organizing and innovation. Must possess a valid NJ Motor Vehicle license in good standing.

Attend to emergencies when necessary.

Attend safety meetings and other related meetings as directed.

Take classes as required in cleaning methods and techniques, new products, First Aid, CPR and working relationships.