

City Hall Custodian/Janitor

Department: Custodial

Reports to: City Clerk

Work Schedule: Up to 10 hours weekly

POSITION SUMMARY

Under direction of the City Clerk, the custodian is responsible for ensuring City Hall is neat and sanitary.

ESSENTIAL FUNCTIONS AND DUTIES

- Must be able to push and pull to operate equipment such as vacuum cleaner, brooms and mops
- Must be able to climb stools and ladders; reach to dust walls and wipe high surfaces
- Must be able to bend and reach to floor level to clean floors, dust low surfaces and pick up litter
- Must be able to lift 5-10 pounds easily in order to collect and dispose of trash and recyclables
- Must be able to lift up to 30 pounds occasionally, in order to receive, store, and retrieve cartons of custodial supplies

TYPICAL WORK

- Sweep and mop floors
- Shake/vacuum rugs, vacuum carpeted surfaces
- Empty trash and recycling
- Dust
- Clean windows that are accessible
- Clean restroom sinks, faucets, toilets, mirrors, counters, soap dispensers
- Restock all restroom supplies
- Check Bruce Clark Room when used and clean accordingly
- Check Community Hall rental calendar to know when hall is rented to allow time to make sure facilities are clean and in order

Garbage collection: Garbage is to be placed in the dumpster prior to pick up on Friday. Recycling is to be bagged and placed by back door on Thursday so office staff can put it out on Friday.

All duties are subject to possible modifications to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by the City Clerk.

The City of Ida Grove retains the right to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as reasonable accommodation for a qualified individual.