



Peabody Council on Aging
PETER A. TORIGIAN SENIOR CENTER
75R Central Street, Peabody, MA 01960
Phone: (978) 531-2254/Fax: (978) 531-7176
www.peabodycoa.org



JOB POSTING

TITLE: CUSTODIAN

SALARY/GRADE: \$15.00 PER HOUR

HOURS: Monday through Friday, 12:00 PM – 8:00 PM

JOB DESCRIPTION:

Under general supervision, performs a wide variety of custodial duties in order to provide a clean, orderly and safe working environment; and performs related work as required.

SCOPE:

Performs a wide variety of custodian duties; implements set-up and takedown for a variety of events for building and community needs; works closely with employees and the public to meet custodial needs of the area; and resolves problems to ensure efficient and safe operations.

KEY DUTIES AND JOB DESCRIPTION:

- Vacuums, shampoos and spot clean carpets and furniture.
- Removes trash in accordance with established procedures.
- Cleans and disinfects restroom/bathrooms using established practices and procedures. Stock facility with paper and supplies.
- Setup and break down of facilities for meetings, classrooms, conferences, events, etc.
- Operates power equipment such as carpet extractors, pressure washers, and snow blower.
- Assists with, and performs refinishing of hardwood floors.
- Strips, cleans, buffs and applies floor finish to hard surface floors.
- Follows instructions regarding the use of chemicals and supplies, to be used only as directed.
- Performs cleaning and related activities such as removing snow or debris from sidewalks.
- Moves furniture, equipment, supplies and tools on an incidental basis.
- Washes interior and exterior windows, cleans blinds, and launders rags, dust mops and mops.
- Secures facility at 4:00 PM; checks and secures all doors and windows; turns off lights and any other equipment that is left on, sets alarm.
- Washes walls and equipment; uses ladders when required in work assignments.
- Cleans, dusts and wipes furniture; sweeps, mops all hard surface floors; vacuums all rugs, empties/cleans wastebaskets and trash containers, empties/cleans cigarettes urns; replaces lightbulbs, refills restroom dispensers.
- Must have ability to lift over fifty pounds.
- Occasional overtime possible. Miscellaneous duties required as assigned.

SKILLS/QUALIFICATIONS:

Must have demonstrated documentation skills. Dependability, professionalism, customer service and client relationship skills are essential. Self-motivated and good attendance required.

POSTING DATE: August 25, 2016

TO APPLY:

Please send application, available at www.peabody-ma.gov/hr.html, **on or before September 9, 2016**, to Carolyn Wynn, Director, Peabody Council on Aging, 79 Central Street, Peabody, MA 01960; or via fax to 978-531-7176; or via email to cwynn@peabodycoa.org. The City of Peabody is an EOE.