



UPPER MACUNGIE  
TOWNSHIP

**Job Description**  
**Custodian**

<b>Status:</b> Non-Exempt	<b>Department:</b> General: Administration
<b>Supervision Received:</b> Under the direction of the Township Secretary	<b>Positions Directly Supervised:</b> None

**Basic Function:** This position is responsible for maintaining the cleanliness of the Township buildings and facilities by cleaning office spaces, corridors, sanitizing restrooms; duties include but not limited to the following: vacuuming, dusting, mopping, as well as to ensure the interior of buildings and offices are free of trash and recycling.

**Essential Duties & Responsibilities:**

1. Perform general cleaning and sanitizing tasks and services throughout township buildings and facilities.
2. Uses cleaning cart to transport cleaning supplies.
3. Cleans and disinfects restrooms; washing and sanitizing toilets, sinks and restocking disposables.
4. Cleans and disinfects breakrooms.
5. Dusts furniture, walls, and equipment.
6. Vacuums and cleans floors.
7. Change air filters.
8. Wipe mirrors and windows.
9. Stocks and maintains supply rooms.
10. Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
11. Wipes and dusts surfaces in offices and buildings.
12. Collect and take out trash and recycling.
13. Cooperate with staff.
14. Follow all health and safety guidelines.
15. Notify management of occurring deficiencies or needs for repairs.
16. Performs other duties as assigned.

**Education/Knowledge/Experience:**

- High School Diploma or GED equivalent.
- Minimum one (1) year cleaning experience as custodian, janitor, or in similar role.
- Knowledge of cleaning chemicals and supplies.
- Knowledge of safe disposal of chemical liquids and other hazardous components.

**Competencies:**

- Attention to Detail/ Organization Skills
- Adaptability & Flexibility
- Communication: Listening, Reading, Writing
- Initiative
- Interpersonal/Teamwork Skills
- Self-management/Time-management
- Thoroughness

**Physical Requirements/Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel objects, and reach with hands and arms.

Tasks in this position involve the ability to exert moderate physical effort. This position will require mobility (sitting, standing, walking, bending, etc.) up to (8) hours a day. The employee must be able to lift and/or move up to 25+ pounds. Must be able to operate cleaning equipment and appliances.

**Work Environment:** Often work indoors. May occasionally work outdoors. Are sometimes exposed to contaminants, such as cleaning solutions.

**Position Type and Expected Hours of Work:**

Typical days and hours of work are Monday through Friday, hours may vary with a fixed schedule.

**Other Duties:**

Please note this job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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