

City of Flat Rock Job Description

Custodian

Department: Department of Public Services

Supervised By: Lead Custodian/DPS Director

Status: Part Time

Pay: \$12.00 to \$13.00

General Summary:

This is a labor-intensive position that works with other qualified individuals for cleaning and minor repairs to City Buildings.

Essential Job Functions:

- Daily Cleaning of city offices and police station.
- Emptying and organization of trash and recycling.
- Weekly taking out of trash and recycling.
- Maintaining inventory and ordering supplies from various distributors as needed.
- Waxing and polishing of floors.
- Light maintenance work such as replacing light bulbs and ceiling tiles.
- Moderate maintenance items such as painting, small plumbing, and electrical jobs.
- Outdoor maintenance; shoveling and salting snow in winter months.
- Supervise contractors on larger repairs.

Required Knowledge, Skills, Certification, Abilities, and Minimum Qualifications:

- Willingness to continually learn new concepts and skills.
- High School Diploma.