

City of Lowell
Job Description
Please Post: August 18, 2015
Deadline: September 1, 2015
Council on Aging
Custodian - Part-Time

Job Title: Custodian – Part-time (2500-TP, 2176)
Department: Council on Aging
Reports To: Director
FLSA Status: Non-Exempt
Salary: \$13.00 per hour – 15 hours per week

SUMMARY

Custodians are responsible for the daily upkeep of the Council on Aging.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for the washing and waxing of all floors

Dusting offices.

Maintenance of the upstairs auditorium.

Emptying of barrels and preparation of new barrel liners on a daily basis.

Responsible for the daily security of the building.

Cleans and disinfects the bathroom on a daily basis.

Sets up tables and chairs for functions.

Overall maintenance of the COA.

Opens and closes Council on Aging as needed for after hour events.

Performs various duties as directed by the Director of the COA.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Applicant must have good driving history, ability to follow instructions, ability to work with little or no supervision, experience in working with elderly population, and the ability to work tactfully with the public.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

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 stand, walk, sit, use hands to finger, handle or feel, reach with hand and arms and talk or hear. The employee will regularly lift and/or move up to 50 pounds. No special vision requirements are necessary.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate, with an occasional exposure to loud music and/or voices, due to various hall rentals such as concerts, dances, and meetings.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ September 1, 2015. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer