Job Title: Custodian
Department: Various
FLSA Status: Non-Exempt, Hourly, Part Time
Revised Date: See Below

Accountability
Depending on location, under the direction and supervision of the Library Director, Public Properties Director, or Executive Director of the Wellness Center or their designee.

Job Summary
Performs a variety of unskilled and semiskilled manual labor required for the daily janitorial care and maintenance of City-owned facilities including but not limited to: City Hall, Seward Memorial Library, Police Station, Fire Station, Wastewater Treatment Plant Office, Wellness Center, and Recycling Center.

Essential Job Functions *(Some tasks may be applicable to a certain location only and expectations will be communicated by supervisor):*

At City Hall (2x week), Library (minimum 4x week), Police Department (3x week), Wastewater Treatment Plant (1x week) and Fire Station (1x week): *Each time*—empties trash cans; washes dishes and kitchen/breakroom area; cleans countertops; cleans restrooms completely and keeps them supplied; sweeps/spot cleans tile/linoleum and spot vacuums carpet; cleans interior windows, glass doors and exterior glass doors if soiled; sweeps inside/outside entrances; cleans/sanitizes drinking fountains. *Weekly:* thoroughly vacuums carpets and scrubs floors; cleans and dusts desks; washes dish towels and cloths, cleans stoves, refrigerators and freezer; takes recycling to Recycling bins. *Monthly*—dusts shelves, railing, and windowsills; cleans light fixtures, cobwebs and baseboards; treats floor drains; empties exterior ashtrays; maintains restroom fixtures. Seasonally—maintains/services humidifiers; replaces filters. *As needed basis*—cleans outdoor screens; assembles new office equipment; completes minor repairs of furniture and equipment; unstops restroom lavatories and toilets; maintains vacuums; replaces light bulbs.

At the Seward Wellness Center (minimum 4x week): *Each time*—cleans restrooms and locker rooms completely and keeps them supplied; cleans interior windows, glass doors and exterior doors if soiled; dustmops hall, track and gym floor empties trash in halls, pool area, weightroom and dance studio. *As needed basis*—runs auto scrubber on halls, track and gym floor.

At the Recycling Center (1x week): Cleans restrooms completely and keeps it supplied.

Additional Duties and Responsibilities
Informs supervisor of needed supplies; reports equipment in need of more extensive repair; performs other related duties as assigned.

Knowledge, Abilities and Skills
Sufficient knowledge of cleaning methods/materials and sufficient understanding in the application of associated equipment or machines. Ability to operate moderately heavy equipment (e.g. floor polishers) as well as a variety of tools, equipment (e.g. carpet sweeper, vacuum cleaner) and materials. Ability to work in a crouched or standing position for an extended period of time; carries, pushes, or pulls a variety of equipment, materials, and tools; climbs, balances, stoops, kneels, reaches, bends as needed. Good oral and written communication skills to effectively communicate on a daily basis with the public, other coworkers, and supervisors. Capability to utilize City-owned computer for logging hours of work. Capability to work outside of City business hours (early morning, late evening, and/or weekend) when facilities are not in current use.

Education and Experience
Graduation from high school or equivalent is desirable; at least six (6) months experience in janitorial work or as a maintenance worker of grounds, buildings, or other facilities is preferred; OR any combination of equivalent combination of experience or training deemed to be sufficient for the position(s).

***Note**: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*

Job Description Revision Approved: _____ 6/18/25
City Administrator *Date*