

CHESTER JOB POSTING

Date of Posting: Thursday, November 21, 2024

Posting Will Remain Open Until Position Is Filled

Job Title: **Part-Time Town Hall Custodian**

Vacancies: 1 Permanent, Part-Time 12 hours per week

Hourly, non-benefited position

Duties and Responsibilities

Performs janitorial work and maintenance, repair, and cleaning projects using the proper equipment and appropriate safety precautions. May power operate tools, power equipment, and miscellaneous hand tools in accordance with proper safety regulations and requirements

Maintains and monitors Town Hall building, grounds, systems, equipment, fixtures, furniture to assure maximum feasible condition

Frequently sets up and takes down the chairs, tables, podium, PA system, movie screens and other items, furniture, and equipment for numerous meetings and functions in the building

Uses the proper waxes and detergents, soaps, scouring agents, where needed, on various types of floors; wall; rest room equipment, furniture and other building furnishings and equipment.

Operates and cares for heating system, generator, septic system, lighting, and air conditioning and ventilating equipment

Adjusts and repairs furniture and fixtures in buildings with ability to be able to use tools necessary to make minor repairs.

Cares for and uses of fire and accident equipment including various kinds of had fire extinguishers with knowledge of fire drills in public buildings.

Follows written and/or oral instructions.

Conforms to flexible daily work schedule with ability to handle emergencies that arise.

Maintains harmonious working relationships with fellow staff and members of the public.

Sufficient physical fitness to perform a variety of manual tasks.

Must be able to lift fifty pounds.

Performs other duties as required.

Preferred qualifications

- Knowledge of janitorial work in public buildings.
- Knowledge of methods, materials, tools and equipment used in custodial work.
- Knowledge of use, operation and care of custodial equipment, vacuum cleaners, floor machines, floor brushes, sweeping mops, shampoos.
- Knowledge of waxes, sealers, polishes, detergents and other cleaners and their proper use on various surfaces.

- Ability to follow daily schedule and, under direction, to handle emergencies.
- Must have a valid, current Massachusetts driver's license and a vehicle
- When applicants are substantially similar in terms of qualifications, preference will be given to candidates who reside in the Town of Chester

How To Apply

Please submit resume and letter of interest via:

- Email: TownAdministrator@TownofChester.net
- Regular Post: Town Administrator, Chester Town Hall, 15 Middlefield Road, Chester, MA 01011
- In-Person with the Town Administrator

If you have questions about the position or application process or need assistance, please call Town Administrator at 413-354-7760

All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, disability, sexual orientation, military status, marital status, familial status, genetic information, or any other status prohibited by law.

The Town of Chester is an Equal Opportunity Employer

Updated 11/21/2024