



Town of Chester

Job Description Custodian

Last Updated: 2/26/2026

Approved: 2/27/2026

Introduction

Position Type: Part-Time up to 8 hours

Department: Board of Selectman

Reports To: Town Administrator

Position Summary

The Town of Chester, MA is seeking a reliable and detail-oriented Custodian to maintain the cleanliness, safety, and overall condition of Town-owned buildings and facilities. The Custodian plays a vital role in ensuring that municipal buildings are clean, welcoming, and well-maintained for employees, residents, and visitors.

Key Responsibilities

- Perform weekly cleaning of municipal buildings, including offices, restrooms, hallways, meeting rooms, and common areas
- Sweep, mop, vacuum, wax, and buff floors
- Clean and sanitize restrooms and replenish supplies
- Empty trash and recycling receptacles and dispose of waste properly at town transfer station
- Dust and clean furniture, fixtures, windows, and surfaces
- Set up and break down rooms for meetings, public events, and Town functions
- Perform minor maintenance and repairs (e.g., changing light bulbs, replacing filters)
- Monitor building conditions and report maintenance or safety concerns
- Assist with seasonal tasks such as snow and ice removal at entrances and walkways
- Ensure compliance with safety standards and proper use of cleaning chemicals
- Maintain inventory of cleaning supplies and notify supervisor when restocking is needed

Qualifications

- High school diploma or equivalent preferred
- Prior custodial or facilities maintenance experience preferred
- Basic knowledge of cleaning methods, materials, and equipment
- Ability to operate custodial equipment (buffers, vacuums, etc.)
- Ability to lift up to 50 pounds and perform physically demanding tasks
- Strong attention to detail and ability to work independently
- Reliable attendance and punctuality
- Valid driver's license may be required

Skills & Competencies

- Strong work ethic and dependability
- Ability to follow written and verbal instructions
- Good communication skills
- Commitment to maintaining a safe and welcoming environment

Working Conditions

- Work is performed indoors and outdoors in varying weather conditions
- Exposure to cleaning chemicals and physical labor
- Evening or weekend hours may be required depending on facility needs

Compensation & Benefits

Compensation is based on qualifications and experience, with up to 8 hours per week at \$17 per hour. Benefits included paid sick time and all others in accordance with town of Chester policy.

To Apply

Please email a cover letter and resume to the Town Administrator Andrew Alward at townadministrator@townofchester.net