

County of Norfolk
Facilities Maintenance Department

JOB POSTING

Temporary CUSTODIAN

7:30 am – 3:30 pm or 3:30 pm – 11:30 pm

HOURLY RATE: Hourly Base Rate: \$16.00 to \$18.00 per hour

SCHEDULE AND LOCATION: Full-time position. Forty (40) hours/week, Monday through Friday; may include evenings and weekends.

May be assigned to any building per departmental needs within the First Shift (7:30 a.m. to 3:30 p.m.) or Second Shift (3:30 p.m. to 11:30 p.m.) as directed by the Superintendent of Buildings or his designee.

GENERAL STATEMENT OF DUTIES: Performs general custodial work in connection with the cleaning and maintenance of a building, or of an assigned area within a building, or a group of buildings; performs related work as required.

SUPERVISION RECEIVED: Works under the supervision of an employee of a higher grade who reviews performance for efficiency and conformance with instruction.

EXAMPLE OF DUTIES:

1. Cleans offices, rooms, corridors and other spaces of a County owned or operated building or buildings.
2. Cleans, waxes, polishes, buff floors, clean carpeted areas.
3. Washes windows, woodwork, toilets, lavatories, washrooms and fixtures, dusts, polishes furniture.
4. Empties and cleans waste barrels, garbage cans and other waste and trash receptacles.
5. Moves furniture if required.
6. Replace water bottles on coolers if required.
7. Sets temperature regulators and tends furnaces.
8. Ensures building is open on a timely basis. Secure and lock at end of workday.

Interested candidates please submit letter of interest and resume to:

Michelle Labadini
Human Resources
614 High Street
Dedham, MA 02026
mlabadini@norfolkcounty.org