

Custodian [Part-time; 24 hours per week]

We are seeking a reliable and self-motivated Custodian to join our team. As a Custodian, you will be responsible for maintaining the cleanliness and functionality of our offices and workspaces. This includes the Township building and Police department. This is an important role in ensuring a safe and pleasant environment for employees and residents of the Township.

Responsibilities:

- Perform custodial duties such as sweeping, mopping, dusting, and vacuuming.
- Clean and sanitize restrooms, break rooms, and other common areas.
- Empty trash receptacles and dispose of waste properly.
- Maintain inventory of cleaning supplies and notify supervisor when restocking is needed.
- Perform floor care tasks including buffing, waxing, and carpet cleaning.
- Assist with facilities maintenance tasks as needed.
- Follow safety protocols and use protective equipment when handling cleaning chemicals.
- Adhere to established cleaning schedules and ensure all assigned areas are cleaned thoroughly.

Skills:

- Previous experience in custodial or commercial cleaning preferred
- Knowledge of industrial cleaning techniques and equipment operation
- Ability to follow instructions and work independently with minimal supervision.
- Strong attention to detail and commitment to maintaining cleanliness standards.
- Good physical stamina for standing, bending, lifting, and carrying heavy objects.
- Excellent time management skills to prioritize tasks effectively.

Join our team as a Custodian and contribute to creating a clean and welcoming environment for all. Apply today!



Upper Allen Township Job Description

Job Title:	Custodian	Department/ Bureau:	Public Works
Supervisor's Job Title:	Public Works Director	Location:	100 Gettysburg Pike, Public Works Garage
Days per week	Monday-Friday	Hours per Week	29.5 or less
Position Purpose			
The Custodian is responsible for performing a wide variety of general cleaning and maintenance tasks while servicing the administrative offices, police department, meeting rooms, entrance/lobby areas, hallways, stairways and restrooms.			
Roles and Responsibilities			
<ol style="list-style-type: none">1. General cleaning tasks including, but not limited to, vacuuming and/or mopping floors, dusting furniture, cleaning/disinfecting restrooms, cleaning windows, emptying trash, etc.2. General Maintenance tasks including, but not limited to, changing light bulbs, replacing HVAC filters, light electrical and plumbing, etc.3. Performs snow removal duties on sidewalks and parking lot adjacent to the Township administration building.4. Performs other duties as assigned.			
Knowledge, Skills and Abilities			
Ability to understand and follow directions with minimal supervision. Ability to work cooperatively and efficiently with all Township employees. Ability to follow Township safety and emergency procedures. Knowledge of HVAC, plumbing or electrical systems			
Physical Requirements			
Mobility within the building Ability to lift objects up to 50 lbs. unassisted. Bending, lifting and reaching			
Minimum Education and Experience			
High School diploma or equivalent			
Required Licenses or Certifications			