

**EMPLOYMENT OPPORTUNITY
TOWN OF SUNAPEE
2021 SEASONAL JANITOR POSITION**

The Town of Sunapee seeks a part-time seasonal janitor to clean the Sunapee Harbor Restroom, the George's Mills restroom, and to remove trash from within and around each of the buildings. The candidate must be able to work independently with little to no supervision, have a valid New Hampshire's driver's license, and be available to work early mornings and late afternoons (6AM & 3PM) on Fridays, Saturdays and Sundays including summer holidays. The starting wage rate for this position is \$14.61 per hour and does not include benefits. This position will begin immediately and last through September 2021. The Town of Sunapee is an equal opportunity employer. Please visit the Town's website for full job description. TO APPLY: You may obtain a job application on the Town's website or from the Town Offices. Please submit a completed job application to the Town of Sunapee Highway Department Attn: Scott Hazelton, Highway Director, 621 Route 11 Sunapee, New Hampshire 03782. Position open until filled.

Town of Sunapee, NH

POSITION: SEASONAL PART-TIME JANITOR

DEPARTMENT: GGB&G

FLSA STATUS: Non-exempt

REPORTS TO: B&G Maint. Supervisor

LABOR GRADE: Seasonal

DATE: February 2020

GENERAL SUMMARY

Performs a variety of routine janitorial duties involved in the cleaning and disinfecting of Town-owned buildings and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following functions are considered essential to this position:

- Vacuuming, sweeping, mopping and polishing of floors (i.e. rug, wood, ceramic tile, vinyl tile, concrete and other surfaces); Monitors the disposal of solid waste and recyclables at the transfer station facility.
- Cleaning and disinfecting counter tops, sinks, toilets, urinals, walls, kick boards, windows, wall and window trim, mirrors, doors, doorknobs and handles, other miscellaneous hardware, and other building surfaces;
- Picking up, removal and disposal of trash from interior trash receptacles, and from other areas within the Harbor & George's Mills Restrooms. Cleaning and disinfecting trash receptacles. Replacing trash receptacle liners;
- Re-stocking paper and disinfecting products (i.e. toilet paper, paper towels, hand cleaner, hand sanitizer) in bathrooms and storage closets;
- Coordinating with the Buildings and Grounds Maintenance Supervisor for necessary janitorial supplies;
- This position is part-time up to 20 hours per week and requires that the employee be available to work independently with little to no supervision, for split shifts on Fridays, Saturdays and Sundays and including holidays from May 1st through November 1st.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

SUPERVISORY CONTROLS The Buildings & Grounds Maintenance Supervisor assigns work in terms of specific daily work task instructions. The employee keeps the supervisor informed of progress and/or completion of each work task. Completed work tasks are reviewed only from an overall standpoint in terms of meeting requirements or expected results.

GUIDELINES Town and Department policies and procedures, and relevant state permits and federal laws.

COMPLEXITY The work covers a variety of routine janitorial duties involved in the cleaning and disinfecting of Town-owned buildings and grounds.

SCOPE AND EFFECT The work includes cleaning and disinfecting of Town-owned buildings and grounds.

PERSONAL CONTACTS Contacts are typically with Town resident, co-workers, elected officials, other Town employees and the general public. The contacts are typically sporadic in nature, are in a semi-structured setting (e.g., the contacts are generally at the employee's workplace).

PURPOSE OF CONTACTS The purpose of the majority of contact is with the supervisor to determine work schedule.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY Not applicable to this position.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or GED.
- Possession of, or ability to readily obtain, a valid driver's license.
- Satisfactory background check.
- 0-3 years of prior janitorial experience.
- Experience in the safe operation and maintenance of power cleaning tools.
- Experience in the proper disposal of cleaning agents and other solid waste products.
- Experience in the safe and proper application of various cleaning agents.

Knowledge, Skills and Abilities

- Skill in organizing and prioritizing work tasks.
- Knowledge of traffic laws, regulations, and safety procedures.
- Must have the ability to understand and follow oral and written instructions.
- Reliable attendance and performance in all climatic and environmental conditions.
- Ability to exercise sound and mature judgment.
- Ability to read basic janitorial information.
- Ability to perform janitorial duties in environments including but not limited to bathrooms, break room kitchens, in heat or cold temperature, in odors, dust, water and/or rain that may produce slippery conditions.

LICENSING AND CERTIFICATION None.

TOOLS AND EQUIPMENT USED Vacuum, floor polisher, steam cleaner, brooms, mops, dusters, and all else necessary for cleaning and sanitization duties of Town-owned buildings.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand on rug, wood, ceramic tile, vinyl tile, concrete, gravel, sand, grass, bark mulch, rough and uneven terrain, and asphalt for long periods of time; walk; use hands to finger, handle, grasp or feel; reach with hands and arms, speak, see and hear. Employee will often lift/move up to 25 pounds and must occasionally lift/move up to 50 pounds with assistance.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in environments including but not limited to bathrooms, break room kitchens, in heat or cold temperature, in odors, dust, water and/or rain that may produce slippery conditions. Work on the weekends is necessary.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.