



VILLAGE OF ASHLEY

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114 W. Oak St, P.O. Box 158 Ashley, MI 48806-0158

www.ashlevillage.org

Village of Ashley Part Time Custodian Description

Responsibilities Include but not limited too:

- Cleaning, stocking and supplying designated facility areas
 - dusting, sweeping, mopping, cleaning ceiling vents, restroom cleaning, vacuuming, receptacle waste removal, wipe down mop boards, window sills, walls... etc
- Performing and documenting routine inspection and maintenance activities for Community Center and Village Park after each useage
- Carry out heavy cleansing tasks and special projects
 - Wiping down/cleaning chairs, cleaning ovens, cleaning refrigerators, freezers... etc
- Stock and maintain supply rooms with cleaning supplies and paper products. (Inform Clerk when need to reorder)
- Prepare Community Center for Council and Special meetings, inspect buildings before and after use.
- Clean Village Office once per month
- Schedule and Meet with Renter for Community Center Rental to give key before renting.
- Teamwork
- Follow all health and safety regulations

Requirements

- Cleaning experience preferred
- Must be able to lift up to 40 lbs.
- Knowledge of cleaning chemicals and supplies
- Familiarity with Material Safety Data Sheets
- Sign in and out for time worked
- Integrity
- High School degree

Starting pay \$13.50/hr will re-evaluate after 90 days.

“This institution is an equal opportunity provider and employer.”