

TOWN OF FARMVILLE

PO Box 86 / 3672 North Main Street - Farmville, North Carolina 27828-0086

OFFICE: 252-753-5774 / FAX: 252-753-2963

CUSTODIAL SERVICES WORKER

POSTED: Internal/External

POSTING DATE: September 11, 2019

SALARY: \$22,837.98 year

DEPARTMENT: Public Works

BASIC FUNCTION AND JOB REQUIREMENTS:

The Town of Farmville Public Works Department is accepting applications for a full time Custodial Services Worker. Applicant will perform a variety of responsible work to ensure the upkeep, maintenance and cleanliness of municipal buildings and facilities. Applicant will also perform unskilled to semi-skilled work involving a variety of buildings and grounds maintenance tasks. Work involves the use of a variety of tools and light equipment.

Qualified applicants must have a valid NC Driver License. A high school diploma or equivalent preferred. Drug test, criminal background and driver license check are required. \$22,837.98 yearly plus a competitive benefits package.

ESSENTIAL DUTIES AND TASKS

- Sweeps, mops, vacuums, etc. assigned areas; assists with stripping and waxing floors.
- Removes trash from buildings and surrounding outside areas.
- Cleans windows and glass doors; dusts offices.
- Cleans floors, walls, lavatories, fixtures, toilets, etc.; refills bathroom supplies.
- Sets up and cleans facilities before and after various user groups and department activities.
- Maintains areas around municipal building (outside).
- Changes light bulbs, replaces ceiling tiles.
- Restocks supplies for the municipal building toilets and other areas utilized by staff and the public.
- Employee must be conscious of safety methods to avoid injury to others and self
- Checks equipment to ensure proper operation and may perform minor troubleshooting and maintenance.
- Decorates Town Hall during Holiday seasons.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- knowledge of cleaning practices, supplies, equipment and ability to use them economically and efficiently
- Knowledge of department activities
- Ability to understand oral and written directions
- Ability to read and write; physical ability to perform heavy manual work
- Ability to work independently
- Ability to establish and maintain effective working relationships with associates and the general public

Applications will be accepted at Town Hall until the position has been filled.

You may download our application at www.farmvillenc.gov.

The Town of Farmville is an Equal Opportunity Employer.

If you have questions concerning this position, call 252-753-5774 or email cthomas@farmvillenc.gov