

**TOWN OF ELKTON
CUSTODIAN
PART-TIME POSITION**

The Town of Elkton is currently accepting applications for the position of a part-time custodian. The successful candidate will perform custodial work, and cleaning duties for the Elkton Area Community Center to include, but not limited to sweeping, mopping, dusting, washing windows, cleaning restrooms, disposing trash, and other duties as assigned. This would be a day shift position. Starting salary at \$11.00 per hour DOQ. Drug screening and future drug testing is required as a condition of employment. Applications may be obtained online at www.elktonva.gov or at 173 W. Spotswood Avenue, Elkton, VA. Completed applications along with a resume' may be submitted to employment@townofelkton.com or returned to 173 W. Spotswood Avenue, Elkton, VA. Open until filled.

EOE/AA

Elkton Area Community Center
Custodial Description of Duties

The general work week will run Monday through Friday; however flexibility is necessary due to special events or projects that may occur throughout the weekend.

Responsibilities (not limited to the following):

Bathrooms (daily)

- Clean toilets
- Fill toilet paper, paper towel and soap dispensers
- Clean countertops
- Wash floor
- Empty trash cans
- Sanitize as required under COVID-19 requirements

Offices

- Damp mop once a week or as needed
- Clean counter tops
- Vacuum
- Empty trash cans
- Dust
- Clean windows
- Sanitize as required under COVID-19 requirements

Kitchen Area/Break Room

- Clean counter tops
- Clean appliances (refrigerator, stove, coffee maker, microwave, etc.)
- Wash floors
- Fill soap and paper towel dispensers
- Clean cabinets
- Empty trash as needed
- Sanitize as required under COVID-19 requirements

Athletic Areas

- Wipe down equipment
- Clean and vacuum floors
- Wash windows
- Groom pool tables
- Clean Athletic track using Nautilus approved solution
- Clean mirrors
- Sanitize as required under COVID-19 requirements
-

Hall Floors

- Sweep/Mop
- Sanitize as required under COVID-19 requirements

Physical Demands

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- Employee must occasionally lift and/or move up to 50 pounds.
- The physical demands described 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.