# VILLAGE OF CAMBRIDGE

# JOB DESCRIPTION

POSITION: Contracted Facilities Custodian

REPORTS TO: Administrator/Clerk and Librarian

POSITION SUMMARY:

Responsible for building maintenance and light cleaning.

RELATIONSHIPS

Reports to the Administrator/Clerk and Librarian.

DUTIES AND RESPONSIBILITIES: Please see attached. Tasks may be added as needed by Administrator/Clerk or Librarian

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must have good language and basic mathematical skills.

Ability to perform job successfully. Individual must be able to perform each essential duty satisfactorily, as stated in the attached “Duties & Responsibilities”.

The requirements listed are representative of the knowledge, skill and/or ability required.

TRAINING AND EXPERIENCE, LICENSES & CERTIFICATIONS

Must possess a High School diploma or general education degree (GED).

Must have at least two years related experience and/or training.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

While performing the duties of this job, the individual is regularly required to use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear, taste or smell. The individual at times is required to stand and/or sit for a long period of time.

The individual must regularly lift and/or move up to 50 pounds. Occasionally lift and/or move up to l00 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

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

HOURS Approximately 15 hours per week, preferably early morning, with some flexibility.