



# TOWN OF SUFFIELD

83 Mountain Road • Suffield, Connecticut 06078

(860) 668-3840 • Fax (860) 668-3317

**Position:** Office Cleaner

**Posted:** July 5, 2018

**Application period ends:** July 20, 2018

## **General Statement of Duties**

Performs general cleaning and minor maintenance repair work in the care and upkeep of Town facilities.

### **Supervision Received:**

Works under the supervision of the Facilities Director and/or Facilities Manager. Supervision may be received from any DPW staff.

### **Supervision Given:**

None

### **Examples of Essential Functions:**

- Perform basic cleaning and housekeeping duties in order to maintain internal high standards, sanitation, and appearances of town facilities
- Strong attention to detail and the ability to strive for results beyond basic routine
- Cleaning and sanitizing of all restroom facilities including toilets, sinks, showers, floors, mirrors, and restocking disposables
- Assisting with floor care program including sweeping, mopping, dry mopping, vacuuming carpets, stripping and waxing
- Facilitate dusting program high and low
- Clean all windows inside and out
- Empty trash and recycling receptacle and transporting to appropriate dumpster locations
- Report damages and supply shortages
- Secure all buildings at end of shift and throughout shift
- Occasional emergency cleaning during M-F business hours
- Ability to handle other basic maintenance functions such as light bulb changes, furniture moves, and meeting setup and breakdown
- Provide outstanding customer service
- Must be able to work safety in accordance to conn-OSHA regulations
- Launder linens at Suffield Police Department

### **Minimum Qualifications:**

#### **Education & Experience:**

- Must have a valid driver's license and good driving record
- A high school diploma or equivalent
- Bloodborne Pathogen, Hazard Communication, Safety Data, and Privacy Policy Training will be provided

**Knowledge, Skill and Ability:**

- Knowledge of cleaning materials and methods used in public buildings
- Knowledge of maintenance/repair work a plus
- Excellent communication and ability to work individually as well as in a team
- Must be able to communicate orally or in writing with other workers and supervisor(s).
- Strong interpersonal skills. Ability to work cooperatively with co-workers, other departments, and the general public
- Working knowledge of occupational hazards of the job and necessary safety precautions

**Additional Eligibility Requirements:****Physical Demands:**

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

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly be able to safely lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with a high standard of customer service. Multiple buildings are tended to so transportation is a necessity.

**Position Type/Expected Hours of Work:**

Part time position, maximum 19.5 hours per week. The general hours are second shift after 4:30pm Monday-Thursday, and after 1pm on Friday. Actual work schedule to be determined.

This position occasionally requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day/evening. Town vehicle provided.

**Compensation and benefits**

\$13.75 per hour, non- benefit eligible position

**How to apply**

Applications can be found on the Town of Suffield's web page [www.suffieldct.gov](http://www.suffieldct.gov) under town departments/Human Resources. Mail or e-mail completed application and resume to: The Town of Suffield, Attention Karin Ziemia, Director of Human Resources, 230C Mountain Road, Suffield, CT 06078, [kziemia@suffieldct.gov](mailto:kziemia@suffieldct.gov)

# TOWN OF SUFFIELD

83 Mountain Road • Suffield, Connecticut 06078

(860) 668-3840 • Fax (860) 668-3317

*The Town of Suffield is an equal opportunity employer m/f/d/v  
the above posting is intended as a guide and is not a complete description of the position or process.*