



**M E E K E R**  
C O L O R A D O EST. 1885

---

345 Market Street, Meeker, CO 81641 - 970.878.5344

**Town of Meeker  
Part-Time Custodial Position  
Job Description**

***GENERAL PURPOSE***

As a Custodian, you will play a vital role in maintaining the cleanliness and hygiene of our facilities, ensuring a welcoming and safe environment for all occupants. Responsibilities will include vacuuming floors, sanitizing restroom facilities, and collecting trash, among other tasks. This is a 28 hour/week position paying \$17/hour.

***SUPERVISION***

Works under the immediate supervision of the Public Works Superintendent.

***ESSENTIAL DUTIES AND RESPONSIBILITIES***

Maintain cleanliness and orderliness of Town of Meeker town hall building and town Parks bathroom facilities.

Perform routine cleaning tasks such as sweeping, mopping, and dusting.

Empty trash receptacles and dispose of waste properly.

Clean and sanitize restrooms, replenishing supplies as needed.

Ensure safe use and proper storage of all cleaning equipment and supplies.

Report maintenance issues or safety hazards to appropriate personnel.

Assist with setting up and breakdown of facilities for events and meetings.

Follow established procedures for cleaning and disinfecting to ensure a safe environment.

Adhere to health and safety regulations and guidelines.



---

345 Market Street, Meeker, CO 81641 - 970.878.5344

Clean various floor types including wood, linoleum, and tile.

Shampoo rugs and carpets as required.

Dust all surfaces, including furniture and equipment.

Wax floors to maintain shine and protect surfaces.

Order new cleaning supplies as needed to maintain inventory.

Wash windows and mirrors for clarity and cleanliness.

Maintain a thorough inventory of cleaning supplies

Maintain a thorough inventory of cleaning equipment.

Operate commercial cleaning equipment such as vacuums, floor buffers, and carpet cleaners.

### ***PHYSICAL DEMANDS***

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

- Use of hands to feel or operate objects, tools, or controls and reach with hands and arms.
- Ability to stand, sit, climb, balance, stoop, kneel, crouch, or crawl if necessary.
- Ability to regularly lift and/or move up to twenty-five pounds and occasionally up to one hundred pounds.

### ***WORK ENVIRONMENT***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- exposure to fumes or airborne particles, toxic or caustic chemicals, risk of electric shock

### ***SELECTION GUIDELINES***



---

345 Market Street, Meeker, CO 81641 - 970.878.5344

- Formal application, interview, reference checks, and any job-related tests may be required prior to employment.
- Duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific tasks does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- The job description does not constitute an employment agreement and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Requirements and skills**

Custodians play a vital role in maintaining cleanliness and safety in various environments. To excel in this position, candidates should possess a diverse set of skills and qualifications, including:

**Knowledge of Cleaning Methods:** Familiarity with standard cleaning procedures and techniques to ensure effective sanitation.

**Physical Stamina:** Ability to stand, walk, and bend for extended periods, as well as perform repetitive motions without fatigue.

**Equipment Proficiency:** Experience in using cleaning equipment such as vacuum cleaners, floor buffers, and other specialized tools.

**Chemical Handling:** Background in safely handling, mixing, and using cleaning chemicals, with an understanding of their properties and effects.

**Safety Awareness:** Knowledge of occupational hazards and safety rules to minimize risks while performing cleaning tasks.

**Time Management:** Strong organizational skills and the ability to manage time effectively while multitasking.

**Independence:** Ability to work with minimal supervision, demonstrating self-motivation and responsibility.



**M E E K E R**  
C O L O R A D O EST. 1885

---

345 Market Street, Meeker, CO 81641 - 970.878.5344