



Job Title:	Custodian - Part-Time (20-29 hours per week)	Salary Range:	\$12.00 Per Hour FLSA Non-Exempt
Recruitment Dates:	January 19, 2012 to February 16, 2012; 2:00 pm		

The Town of Gila Bend is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administration needs of the town.

- **General Purpose.** Under general supervision, perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment; and perform related work as required.
- Provides custodial services to a variety of Town buildings, including Town Hall, Museum, Airport, Resource Center, Court/Sheriff's Office, etc.
- Work includes, but is not limited to, sweeping, mopping, dusting, vacuuming, restroom cleaning, emptying of trash containers, and complete overall cleaning.
- Provides general building maintenance, including, but not limited to, stocking of custodial supplies in stocking areas, stocking of supplies in restrooms and throughout facility, replacement of light bulbs, pickup of trash/debris on exterior of buildings, etc.
- Emptying of trash containers, restroom cleaning, vacuuming, and mopping are to be completed on a daily basis. Restrooms are to be cleaned and disinfected.
- Complete wipe-down (dusting) of all horizontal surfaces is to be completed on a twice per week basis.
- Complete wipe-down (dusting) of all vertical surfaces is to be completed on a bi-weekly (every two weeks) basis.
- Windows are to be cleaned on a weekly basis.
- Performs other duties as assigned.
- Must be able to follow instructions while in the field, sometimes over the phone.



Minimum Qualifications

Graduation from High School or GED preferred. Evidence of obtaining GED equivalent within the 1 year of hire required. One to two years experience in building maintenance preferred. Some knowledge of electrical components a plus. All applicants must pass a pre-employment drug and alcohol screening and background check. All applicants must pass a 6 month probationary period. Must have a valid Arizona Drivers License with a clean driving record.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job may be substituted for evaluation at the discretion of town management.

Skills required: Knowledge and ability to implement the following:

- Methods of maintaining, cleaning and preserving a variety of surfaces;
- Proper use of a wide range of chemicals according to state and federal regulations;
- Ability to respond rationally during emergency situations;
- Punctual and dependable with excellent attendance, and dedicated;

Performance Aptitudes

Physical Ability: Must perform physical labor; Normal demand as associated with all this job classification. Must be able to lift heavy boxes, stoop, climb, bend, and work outside in the elements.

Equipment, Machinery, Tools, and Materials: Must be able to work with, and safely dispose of various cleaning chemicals and supplies; operate manual and power equipment normally used in this job classification.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills; must be able to work effectively in and around the public; must maintain cooperative working relationships.

Application Procedure

Please submit the following by mail, e-mail, or fax. :

- (1) Resume or Application (with Work History for the past 3 years),
- (2) Three (3) Work Related References

Questions should be directed to Beverly Turner, Town Clerk.

By Fax

Beverly Turner
Town of Gila Bend

928-683-6430

By Mail

Beverly Turner
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