



## **MAINTENANCE/CUSTODIAN**

### ***Town of Millbury***

**Wanted:** Maintenance/Custodian; primarily located at the Council on Aging facility. This is a part time (19 hour) non-benefitted, union position. **Duties and responsibilities include but not limited to:** Responsible for the proper upkeep of the building's heating, ventilation, and air conditioning equipment. The custodian will be responsible for cleaning and polishing floors, vacuuming and shampooing carpets, cleaning men's and ladies' restrooms, cleaning the kitchen, maintaining freezer and refrigerator, washing sinks and other plumbing fixtures and replace disposables such as paper towels, toilet paper and liquid soap, dusting, cleaning and polishing furniture, and utilizing detergents, disinfectants, polishes, finishes, and polishes; Move furniture, tables, and supplies; Clean windows, doors and lights walls and windows; Clean HVAC vents at least twice yearly; Verify fire alarms when appropriate under fire code regulations; Change light bulbs and fuses as needed; Maintain outdoor grounds including trash pickup, weeding, trimming, watering plants, sweeping, snow removal and sanding of entranceways, sidewalks and walkways, maintain tools and equipment; Set up rooms for meetings and events during regularly scheduled working hours; Keep records of supplies needed and make up order forms; Keep supervisor informed as to needed repairs or problems. **Qualifications:** Candidates for this position should have a High School diploma or equivalent and three (3) to five (5) years of experience in custodial service, building maintenance, HVAC, and electrical maintenance, or equivalent education and experience. Valid Massachusetts driver's license; Must enjoy working with the elderly. All applicants must be able to pass a criminal background/CORI check. **Starting Salary:** \$13.65. Resumes will be accepted until position filled at: Director of Human Resources, Town of Millbury, 127 Elm Street, Millbury, MA 01527. AA/EOE