

**JOB DISCRIPTION**  
**MUNICIPAL BUILDING CUSTODIAN**  
**SOMERSET TOWNSHIP**

The following is an outline that you will responsible for the cleaning of Somerset Township Municipal Building which includes offices, library, community room, entrances, hallways, bathrooms and kitchen located at 12715 E. Chicago Road, Somerset Center, MI.

**WORK**

The township to furnish all cleaning equipment and cleaning supplies used to complete work as follows:

**Three Times Per Week:**

1. Empty trash receptacles and clean ashtrays including outside.
2. Detailed vacuuming of all carpeted areas, cleaning up any spills or stains that may be on carpet and entry ways.
3. Clean/sanitizing drinking fountain in community room.
4. Spot cleaning of walls, doors, equipment, etc.
5. Sweep and spot mopping hard surface floors.
6. Wiping down and sanitizing fixtures in restrooms including sinks, doors, toilets, etc. as needed.
7. Dispose of all trash generated in or about the building.
8. Place chemicals in cabinet or utility room.

**Weekly:**

1. Detailed vacuuming of carpeted areas including under furniture and vacuuming upholstered furniture.
2. High and low dusting of all surfaces in library and offices including computer keyboards, telephones, typewriters, calculators, flat surfaces including walls and under/behind furniture and doors. Sanitizing equipment, handles, telephones, etc.
3. Bookcases every two weeks.
4. Washing/spot wiping down walls, furniture, equipment, doors, and electronics.
5. Washing down all fixtures in restrooms including toilets, urinals, mirrors, sinks, trash cans, and dispensers.
6. Clean entrance glass and slide by windows to offices.
7. Sweeping and mopping, scrubbing all hard surface floors thoroughly as needed or every other week.
8. Thoroughly wiping of walls, trash cans, entry ways, and flat surfaces.
9. Cleaning fingerprints from doors, windows and walls.
10. Washing windows in entrance including doors.
11. Washing towels dish rages at least every other week.

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### **Monthly:**

1. Wash selected windows as needed
2. Clean cobwebs as needed.
3. Clean kitchen including sing, countertops, refrigerator, stove and oven.
4. Clean ceiling vents and fans as needed.
5. Mop community room floors as needed.
6. Clean selected lights fixture lens as needed.

### **Other Items:**

1. Employee should not move papers in offices or throw out any items or papers except those found in the waste receptacles.
2. All waste to be deposited in dumpster on east side of building.
3. Township will furnish toilet paper, paper towels and hand soap for dispensers.
4. All work to be reviewed by township Supervisor.
5. No extra hours for work without the prior approval of Supervisor.
6. Additional personal working with employees must be approved by Supervisor.
7. Hours and times of work to be arranged with Supervisor.
8. Areas of the building specifically excluded include the following: Police Dept. offices, basement rooms, Fire Station, and the vault off the Clerkø office.
9. Willing to discuss other cleaning duties as they arise.

## **CONSIDERATION**

Compensation will be on a monthly basis on the first Friday following the third Thursday board meeting.

## **REFERENES/EXPERIENCE**

Please submit at least 3 references with your application. These references should include:

- Name of reference.
- Contact number (s)
- Type of business

(If possible, other municipalities worked for.)

## **CONFLICT OF INTEREST**

Application must include any possible, real and or perceivable conflict of interests.

## **PROBATION PERIOD**

6 month probation period.

## **SUBMISSION OF BIDS**

Please submit your application to the clerkø office located at 12715 E. Chicago Road, PO Box 69, Somerset Center, Michigan 49282 no later than 5 pm on Friday, December 4, 2015. For an inspection of proposed area, please contact the clerkø office at (517) 688-9223 Monday 9 to 12 and 1 to 4 pm. Wednesday 1 to 4 pm or Friday 9 to 12 noon.