



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

CUSTODIAN

General Statement of Duties

Performs responsible custodial and manual work in the care of and cleaning of Town facilities and buildings. An employee in this class is responsible for the interior housekeeping of Town buildings, including but not limited to floors, restrooms, windows, furniture, and trash, and reporting maintenance problems to the correct department. Individual must be dependable, self-motivated, and able to perform duties assigned without direct supervision.

Distinguishing Features of the Class

Performs custodial work in the care and maintenance of Town Facilities. Work involves sweeping, mopping, vacuuming, emptying interior receptacles, cleaning, and other general housekeeping duties. Employee exercises some independent judgment in completing assigned tasks.

Duties and Responsibilities

Essential Duties and Tasks:

- Performs routine cleaning tasks such as dusting or polishing chairs, desks, tables, shelves, and other furniture; washes/cleans windows, woodwork, and walls; gathers and disposes of trash; vacuums, sweeps and mops floors.
- Cleans restrooms and restocks supplies.
- Identifies needed repairs and reports to appropriate party.
- This job is considered essential personnel and will be required to work during and following natural disasters and emergency situations.
- Must follow all assigned safety requirements as related to Town policy.
- Performs other duties as assigned.

Additional Job Duties:

- Performs related duties as required.
- Ability to build and work a flex schedule and/or work over time.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Considerable knowledge of the work hazards and applicable safety standards associated with housekeeping, maintenance, and repair.
- Considerable knowledge of cleaning methods, cleaning chemicals and supplies, and equipment used in unskilled and semi-skilled building and maintenance work.
- Ability to establish and maintain effective working relationships with other employees.

Physical Requirements:

- Must be able to perform the basic life operational functions of stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Desirable Education and Experience:

- 3 years of residential and/or commercial cleaning experience.
- High School Diploma or equivalent.
- Ability to read and write.
- Skilled maintenance and manual labor work that produces the required knowledge, skills and abilities listed above, or an equivalent combination of education and experience.

Special Requirements:

- Possession of a valid North Carolina Driver's License.

The salary range for this position is \$38,000-\$45,000.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; however, resumes are not accepted in lieu of a completed employment application. It is preferred that all completed and signed Employment Applications be submitted via email to lblanton@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.