

CLEANER LIBRARY/GRISTMILL

Job Description: Under direction of *the First Selectman*, performs a variety of cleaning and maintenance functions related to maintaining the appearance and functionality of the Library/Grist Mill Building.

Location Sprague Grist Mill

Time Commitment: 9 Hours a week

Qualifications: Able to bend and reach to clean the top and bottom of shelves, walls, lights and floors. Work requires standing for extended periods of time; able to work independently; no allergies to dust or, cleaning materials.

Cleans rooms, hallways, restrooms, and windows/wells, stairs. Uses brooms, mops and floor equipment to sweep, and mop floors. Use vacuum cleaner to clean carpets. Empties trash (including recycling papers and bottles), cleans bathrooms, dust furniture and equipment. Washes/dust walls, shelves, books ceilings, ventilation, woodwork, window, doors and sills as needed. Replenishes restroom supplies, Replaces light bulbs.

Qualifications:

Ability to apply common sense and understanding to carry out detailed oral or written instructions.

Ability to lift and carry objects weighing up to 50 pounds.

Performs other duties as assigned

Education: High School Diploma or G.E.D.

Previous maintenance experience preferred.

Main Floor and Library:

Vacuum: Library and Foyer

Restroom: Clean toilet, sink, mirrors, wet mop floors

Garbage: Remove trash

2nd Floor:

Dry mop floor (*wet mop only when necessary*)

Remove trash

Kitchen area: Clean sink and countertop (*when necessary*)

3rd Floor:

Dry mop floor

Restroom: clean toilet, sink, mirror, wet mop floors

Stairwell:

Dry mop Stairs (*wet mop only when necessary*)

Dust window wells

Additional cleaning such as window cleaning, dusting