

Job Announcement for: Levan Town Hall Custodian

Responsibilities and Duties List Requirement for application

- Status: Part-time
- Wage: Approximately \$200.00 month
- Must be at least 16 years of age
- Must be self-motivated
- Examples of Duties:
 - ✓ Weekly cleaning
 - ✓ Vacuum, dust, sweep, mop, clean oven, sink, refrigerator, etc.
 - ✓ Clean restrooms and fill dispensers
 - ✓ Empty waste baskets
 - ✓ Take garbage cans to road for Wednesday morning pick-up
 - ✓ Clean glass doors, windows
 - ✓ Check after every rental for clean-up as needed
 - ✓ Perform simple repairs
 - ✓ Multipurpose room Christmas decorations set-up and taken down
 - ✓ Pick up cleaning supplies as needed
 - ✓ Notify office of other supplies needed and repairs that need to be made
 - ✓ Maintain vacuums
 - ✓ Arrange for carpet cleaning annually
 - ✓ Etc.

Please submit application to the Levan Town office during regular office hours (8:30 a.m. to 12:30 pm. Monday to Thursday) by **Thursday July 13, 2017 at 12:30 p.m.** Applications received after closing date will not be accepted. Applications may be picked up at the town office or found on-line at www.levantown.org For further information, contact our office at 623-1959.

Levan Town reserves the right to reject any or all applications. Levan Town is an equal opportunity employer.