



Town of Lexington **Employment Opportunity**

We are currently accepting applications for one (1) full-time, 40 hours per week, position of:

Custodian **Department of Public Facilities**

Complete Hourly Salary Range: \$22.58 - \$26.64/hr
Plus excellent benefits package

The REQUIRED Town of Lexington application must be received in the Town's Human Resource Department. This position is open until filled.

OBJECTIVE: To maintain a safe, comfortable and functional environment in all Municipal buildings in a cost effective, customer-oriented manner that helps the Department of Public Facilities fulfill its mission of service to its residents and protects the capital investment made by the Town of Lexington.

RESPONSIBILITIES: A Custodian is responsible for maintaining a safe and clean environment. Responsibilities include the daily cleaning of an assigned area. Including but not limited to changing light bulbs and fluorescent tubes. sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, furniture, and other duties related to the scope of the position. Dumps ash cans and garbage and relines cans with liners. Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc. Maintains cleanliness of grounds; sweeps walkways, shovels snow, and other duties related to the scope of this position. A Custodian must maintain good relationships with all building stakeholders. Custodians are also tasked with various set ups and break downs for numerous Municipal events and activities. Works a full department schedule, forty (40) hours per week on a regular basis and entitled to take advantage of full range of benefits. Candidates must possess computer skills. Employees are required to carry and operate a communications device with them at all times while on duty. The communications device will be provided by the employer. The use and operation of a communications device will be subject to the Town's Municipal Wireless Telephone Usage policy.

One (1) shift working four (4) consecutive ten (10) hour days; Friday, Saturday, Sunday, Monday.
Monday; 1:00 p.m. to 11:30 p.m., Friday, Saturday Sunday; 8:00 a.m. to 6:30 p.m. – System Custodian (1),
Lexington Community Center

40 hours per week
Friday, Saturday, Sunday, Monday
Monday; 1:00 p.m. to 11:30 p.m.,
Friday, Saturday Sunday; 8:00 a.m. to 6:30 p.m.

APPLICATION PROCESS

All applicants are required to complete a Town Application form, available from the Town's website, or by emailing jobs@lexingtonma.gov, or by calling 781-698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

Application must be received in the Town's Human Resource Department. This position is open until filled.

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application. AA/EEO

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
781-698-4590