



## CITY OF TULELAKE

591 Main Street  
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### **JOB DESCRIPTION** **City Custodian**

The Custodian position is a part-time position. The Custodian is responsible for keeping a running inventory of all cleaning supplies and submitting purchasing requests when supplies get low. This position requires cleaning facilities for five City Departments with unconventional hours.

#### **General Duties:**

**Duties to include, but are not limited to the following:**

- Use cleaning supplies and equipment to keep the facilities of the City buildings looking clean and professional.
- Request repairs when needed for any of the City Departments.
- Adhere to the company's safety policies to create a safe work environment for everyone.
- Perform routine cleaning tasks based on a schedule created by the facility management team.

#### **Qualifications:**

- Business custodial experience required
- High degree of professionalism
- Proven inventory control skills
- Reliable and able to work some weekends
- Strong verbal and written communication skills
- Ability to lift objects up to 50 pounds
- Be able to work with the public with a pleasant attitude

### **City Hall:**

- Empty all trash cans
- Vacuum main office (including under and around desks and tables) & council chambers as well as Building Department Room
- Sweep all hard surfaces (including the kitchen)
- Clean toilets
- Clean windows and mirrors as needed
- Mop all hard surfaces (2 to 3 times more often in the Winter)
- Dust all office furniture and equipment(as needed)
- Wash the inside of the microwave as needed
- Disinfect the kitchen counters and sinks
- Wipe down the refrigerator as needed
- Disinfect the water bottle dispenser and clean tray as needed
- Dust everywhere for cobwebs
- Dump out shred bins (as needed)
- Shred papers left by the shredder (if there's time)

### **Public Works Wastewater Plant:**

- Sweep all hard surfaces
- Mop all hard surfaces
- Dust desk if cleared off
- Clean bathroom and mop (once a week)

### **Police Department:**

- Sweep all hard surfaces
- Mop all hard surfaces
- Dust desk if cleared off
- Clean bathroom and mop
- Clean jail cells
- Change sheets & blankets
- Laundry (dirty sheets/blankets/towels)

### **Library:**

(Every other week)

- Vacuum entire library and library store
- Wash front door and windows
- Clean restroom

## **Park Restrooms:**

### ***In summer:***

- Check all bathrooms 3 times daily and clean /add supplies when needed

### ***In winter:***

- Otis Roper closed
- Check Veterans Park Restrooms 2 times daily

## **Other Information:**

- Temporary position, hours will vary as needed
- Hours not to exceed 40 hours per pay period
- Cell phone usage should be limited to breaks and lunch break
- An employee who works 8 hours per day are allowed a one hour lunch break (unless previously agreed upon with City Council). Per California Labor Code, employees are allowed two 15 minute breaks – one in the AM hours and one in the PM hours. If you work a four hour shift, you are allowed one 15 minute break.
- Part-time employees and temporary employees who work less the 50% of a regular work schedule and who have worked for 30 days or more within a year of date of hire are eligible to receive a minimum of 3 days or 24 hours of sick leave per year.