



**TOWN OF SOUTH PALM BEACH**  
Invites applications for the position of:  
**CUSTODIAN/GROUNDSKEEPER – P/T**

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**SALARY:** \$15.00 Hourly  
\$15,600 Annually

**OPENING DATE:** IMMEDIATE

**CLOSING DATE:** Continuous

**JOB DESCRIPTION:** PART-TIME – CUSTODIAN/GROUNDSKEEPER

**WORK SCHEDULE:** Days/hours include weekdays, weekends and nights. Must work a minimum of 15 and maximum of 20 hours per week

**ATTENTION:** To be considered for employment with the Town of South Palm Beach, applicants must provide at least ten (10) years of continuous employment history, if applicable. In the event the applicant has not been employed for ten (10) continuous years, all time for the ten (10) year period prior to the date of application must be accounted for including periods of school, unemployment and retirement.

**GENERAL DEFINITION OF WORK:**

Performs responsible work in the care and cleaning of Town buildings, equipment, and facilities, does related work as required. Performs work in the maintenance of municipal grounds, including general areas, and roadway median. Installs, repairs, maintains and cares for grounds and related structures and equipment. Work is performed under regular supervision.

**TYPICAL CUSTODIAL JOB FUNCTIONS: PLEASE SEE ATTACHED SCHEDULE**

- Washes windows, walls, woodwork, and venetian blinds;
- Vacuums, sweeps, and dust mops floors;
- Waxes floors, and furniture;
- Gathers and disposes of trash and debris;
- Picks up paper and trash from grounds; empties trash containers;
- Clean and supplies restrooms daily;
- Sets up and breaks down rooms for Council and Board Meetings, and all events;
- Picks up and delivers tables and chairs;
- Assures cleanliness of grounds adjacent to building entrance and walkways;
- Repairs and maintains areas and buildings; performs minor building, custodial, repair, and maintenance work;
- Collects trash, debris and garbage and disposes of same; maintains trash receptacles, and replaces light bulbs;
- Participates in the propagation, planting, and transplanting of appropriate trees, shrubs, sod and flowers;
- Operates and performs preventive maintenance and general repair of maintenance grounds keeping equipment, including small power equipment and similar equipment.

**RELATED TASKS: PLEASE SEE ATTACHED SCHEDULE**

- Dusts and/or polishes chairs, tables, shelves, and other furniture or equipment;
- Informs supervisor of necessary cleaning and housekeeping supplies;
- Picks up cleaning supplies and maintains janitorial inventory;
- Performs related tasks as required;
- Fixes sprinkler heads, assists with some irrigation repairs, washes and cleans tools and equipment;
- Assists with carpentry repair work;
- Must be available before and after hurricanes/tropical storms for preparation and emergency clean-up.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Some knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to follow oral and written instructions.
- General knowledge of the tools, materials, and equipment used in general maintenance work;
- General knowledge of the materials, equipment, tools, and techniques of the standard building trades;
- General knowledge of safety precautions applicable to the duties of the class;
- Ability to understand and follow oral and written directions;
- Ability to use common hand tools;
- Ability to operate simple machinery;
- Ability to perform manual labor for extended periods;
- Ability to compose and send emails and basic computer skills.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school; some general maintenance experience.

**SPECIAL REQUIREMENTS:**

Possession of a valid State of Florida driver's license, or ability to obtain one immediately.

**PHYSICAL DEMANDS: PLEASE SEE ATTACHED SCHEDULE**

Must be able to lift and carry articles weighing up to seventy-five (75) lbs. Must be able to push articles weighing up to three hundred (300) lbs. Must be able to wear goggles, safety belt, safety shoes/boots, gloves, and seat belt. Exposure to extreme temperatures, noise, heights, vibration, insects, poisons, and irritants.

**PLEASE PRINT OUT THE APPLICATION ON  
[WWW.SOUTHPALMBEACH.COM](http://WWW.SOUTHPALMBEACH.COM) AND TURN IT IN AT  
3577 S. OCEAN BLVD., SOUTH PALM BEACH, FL 33480**

## 2017 TOWN HALL CLEANING SCHEDULE

	MON	TUES	WED	THURS	FRI
<b>PUBLIC RESTROOMS</b>	Clean toilets, sink, mop floor, fill hand towels, toilet paper, empty garbage	INSPECT	INSPECT	OFF	Clean toilets, sink, mop floor, fill hand towels, toilet paper
<b>EMPLOYEE RESTROOMS</b>	INSPECT	INSPECT	INSPECT	OFF	Clean toilets, sink, mop floor, fill hand towels, toilet paper
<b>KITCHEN / HALL</b>	INSPECT / Empty garbage/ clean appliances	Mop kitchen floor, wipe counters, check garbage	INSPECT / Empty garbage	OFF	INSPECT / Empty garbage, sweep floor, mop
<b>SQUAD ROOM</b>	INSPECT / Empty garbage	Mop floor	INSPECT	OFF	INSPECT / Empty garbage, sweep floor
<b>TOWN HALL OFFICES</b>	INSPECT / Empty garbage, dust flat surfaces/copier	Mop floor	INSPECT / Empty garbage	OFF	Mop Floor, empty garbage, empty recycle paper bins.
<b>PD OFFICES</b>	INSPECT / Empty garbage, dust flat surfaces/copier	Mop floor	INSPECT / Empty garbage	OFF	Mop Floor, empty garbage, empty recycle paper bins.
<b>GARAGE BAY</b>	INSPECT / Empty garbage	INSPECT	INSPECT / Empty garbage, sweep floor	OFF	INSPECT / Empty garbage
<b>COUNCIL CHAMBERS</b>	INSPECT	INSPECT	INSPECT	OFF	INSPECT
<b>DOG STATION COLLECTION</b>	Empty garbage		Empty garbage	OFF	Empty garbage
<b>Exterior Windows</b>	Clean Lobby Windows/Doors weekly				Clean/squeegee exterior windows monthly- last Friday of the month.

**\*\* Refer to Calendar of Town Events to ensure public restrooms are stocked with hand towels & toilet paper.**

**\*\*Subject to change, if needed.**