



## **CLARKSVILLE POLICE DEPARTMENT** **CUSTODIAN JOB POSTING**

**Job Title:** Part Time Custodian  
**Reports To:** Office Manager  
**Assists:** Clarksville Police Department  
**Classification:** LTC 2  
**Pay Structure:** \$ 17.78 HOUR  
**Prepared by:** Danna M. Abell  
**Prepared date:** July 01, 2024

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### **PURPOSE:**

The purpose of a Custodian is to uphold the health and safety of a building's occupants by ensuring proper sanitation is completed on a regular basis.

### **RESPONSIBILITIES:**

The following duties and responsibilities have been determined by this department to be essential to the successful performance of this position:

1. Clean the interior of buildings including but not limited to dusting, mopping floors, vacuuming carpet and rugs, cleaning windows, and walls.
2. Disinfect commonly used items like desks, door handles, office tools, and phones.
3. Clean and disinfect all restrooms.
4. Maintain a thorough inventory of cleaning supplies.
5. Empty trash bins in all areas of the building and dispose of accordingly.
6. Perform work on the exterior of the building to include keeping entry ways to the building clean of debris and washing windows and doors.

### **SKILLS AND QUALIFICATIONS:**

- Ability to follow oral and written instructions the ability to deal effectively and courteously with sociates and the public.
- Ability to use equipment such as commercial vacuums, janitorial cart, mops, ladders, and brooms.
- Shall be in physical condition that will permit adequate job performance in all conditions.
- Knowledge of various cleaning products, when and how to use them as well as the ability to use them.
- Good organizational skills.
- Knowledge of safety guidelines when working with various cleaning solutions and chemical cleaners.
- Excellent time-management skills and multitasking abilities.
- Ability to stand and walk for long periods.
- Ability to climb a ladder, lift and move over 50 pounds.

### **EDUCATION/TRAINING/EXPERIENCE:**

While formal education, training or previous experience is not required, it is preferred. A background check and drug screening are required prior to employment.

**APPLICATIONS AVAILABLE @ [WWW.CLARKSVILLEPOLICE.COM](http://WWW.CLARKSVILLEPOLICE.COM); completed applications to be returned in person.**  
**The Town of Clarksville is an Equal Opportunity Employer**

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**Clarksville Police Department – Custodian**

*The examples of duties are intended only as illustrations of various types of work performed as a custodian. The omission of specific statements of duties/responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*