



# TOWN OF SAUGUS

HUMAN RESOURCES

298 CENTRAL STREET

SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4126 • Fax: (781) 231-5666

## **Job Posting Town of Saugus Custodian**

Applications are being accepted for a Full-time Custodian. Essential Duties: Cleans and polishes lighting fixtures, marble surfaces and trim. Cleans rooms, hallways, lobbies, rest rooms, corridors, elevators, stairways and other work areas. Sweeps, scrubs, waxes and polishes floor. Cleans rugs, carpets, upholstered furniture. Replaces light bulbs and changes ceiling tiles as needed. While performing the duties of this job, the employee is required regularly to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. Must regularly lift and/or move up to 25 pounds. Orders supplies and takes trips to the hardware store for supplies. Performs landscape cleanup, cleans outside drain traps, pressure washes walkway.

Shoveling of snow from stairs and walkways.

Must be able to work independently and prioritize tasks, as well as communicate effectively with department heads, various staff employees, the general public and vendors.

**Resumes and applications will be accepted until position is filled.**

Please submit applications and resumes to:

Town of Saugus  
Lisa Crowley, Director of Human Resources  
298 Central St.  
Saugus, MA 01906

*Applications will be kept on file for a period of one year. The Town of Saugus is an equal opportunity employer. Federal Law forbids discrimination based on race, gender, religion, sexual orientation, national origin, age, marital status, or disability.*