



Town of Saugus

Human Resources
298 Central Street
Saugus, Massachusetts 01906
Telephone: (781) 231-4126 Fax: (781) 231-5666



Job Posting

Job Title: Custodian

Location: Town of Saugus

Schedule: Monday to Friday

Pay Rate: (Union Scale): \$38,207.15 - \$45,084.73

Job Summary:

Under the direction of the Facilities manager, this position is responsible for performing janitorial duties at Town owned properties.

Essential Functions:

Daily job responsibilities/functions to include, but not limited to:

- Vacuuming, sweeping, and mopping of flooring and stairs.
- Clean and sanitize bathrooms.
- Clean sinks, countertops, microwaves, and refrigerators in break rooms.
- Restock supplies in bathrooms, break rooms and common areas.
- Empty all trash cans and replace liners, clean receptacles as necessary.
- Dusting and cleaning office desks and furniture that are not cluttered.
- Cleaning windowsills and windows.
- Maintain janitor closets in a clean, organized and safe manner.

Knowledge, Skills and Abilities:

- Good communication and interpersonal skills.
- Good client/customer service skills.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.
- Ability to work effectively with a team.
- Ability to work independently as needed to support the group effort.
- Basic knowledge of cleaning products or willing to learn.

Qualifications: High School Diploma

Posting Date: Open until filled

Application: Please e-mail all cover letters/resumes to Human Resources Manager, Gabriela Lagattolla at glagattolla@saugus-ma.gov.