

**Job Posting:** Part-Time Custodian

**Pay:** \$19/hour

**Schedule:** Part-time, approximately 10 hours per week on average (ranging depending on seasonal needs)

**Location:** 222 Main St., Newport, VT 05855

### **Position Overview:**

The **City of Newport, VT** is seeking a dependable, hard-working **Part-Time Custodian** to maintain a clean, safe, and welcoming environment at the City Municipal Building. This position includes a variety of cleaning, light maintenance, and support duties, with variable weekly hours based on seasonal conditions.

### **Key Responsibilities:**

- Keep building and property clean and orderly, including routine and heavy cleaning
- Sweep, mop, scrub, vacuum floors; clean and restock bathrooms; dust furniture and equipment in all offices
- Gather and empty trash (3 times/week) and manage recycling (once/week)
- Clean windows, mirrors, partitions, office, senior center, holding cell, and basement areas, etc.
- Assist with gym set-ups
- Perform light maintenance (e.g., bulb checks)
- Shovel parklet and front steps each morning (winter)
- Monitor elevator cleanliness and condition;
- Maintain cleaning supplies inventory
- Report maintenance or safety issues to management

### **Qualifications & Skills:**

- High school diploma or equivalent
- Prior custodial experience preferred, with knowledge of cleaning methods and equipment
- Ability to stand, walk, bend, perform repetitive motions, lift up to 50 lbs, and work at heights (ladder)
- Basic maintenance knowledge and understanding of safety procedures
- Effective communication, reliability, and strong work ethic

### **To Apply:**

- Email [kari.schulze@newportvermont.org](mailto:kari.schulze@newportvermont.org) or call 802-487-9446 directly
- Fill out online application - <https://www.newportvermont.org/wp-content/uploads/2024/08/Job-Application-Form.pdf>