

From: **Human Resources Department**

RE: **Custodian**
Parks & Recreation

Salary: **$15.45 - $17.75 per hour Dependent Upon Experience**
5% Salary Increase after Successful 6-month Probation
Full Benefits: Retirement, 401-K, Paid Time Off, Insurance

Schedule: **Monday – Friday 12:00 p.m. – 9:00 p.m. with occasional weekend hours**

FLSA: **Non-exempt**

Safety: **Non-safety sensitive position**

Date: **November 5, 2026**

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be

incidental in the performing of their duties just as though they were actually written out in this job description.

Overview

We are seeking a Custodian to join our team in providing cleaning, light maintenance, and custodial monitoring of public facilities for the Town of Waynesville's Parks & Recreation Department.

The tasks listed below represent the primary responsibilities of this position. Management may assign additional duties as needed.

Responsibilities

Provides general custodial maintenance of assigned Town buildings and facilities.

Performs various custodial duties, which include but are not limited to cleaning and sanitizing restrooms, cleaning counters, cleaning and polishing windows and other glass surfaces, dusting and polishing furniture and other surfaces, cleaning window blinds, wiping walls, cleaning water fountains, removing trash, sweeping, and mopping floors, scrubbing / polishing floors, stripping and waxing floors, vacuuming / spot cleaning / vacuuming air vents, sweeping walkways and building entrances, etc.

Cleans walkways, etc.

Stocks restrooms with supplies.

Performs light building maintenance as required, such as replacing light bulbs, moving tables and chairs and other furnishings, painting and/or touching up paint on walls and other surfaces, performing minor building repairs.

May shovel snow or spread salt on walkways during winter months.

Makes deliveries and runs other errands as requested.

Performs all work in compliance with Town policies, procedures and standards of cleanliness, quality, and safety.

Maintains assigned vehicles and equipment; initiates repair work as needed.

Requests and maintains adequate inventory of necessary tools, materials, and supplies.

Maintains accurate and complete records of work performed.

Receives and responds to inquiries, requests for assistance and complaints from Town employees and the public.

Attends training as required to enhance job knowledge and skills.

Qualifications

- Previous experience in facility maintenance, housekeeping, or related fields is preferred.
- Strong skills in schedule management to effectively coordinate various activities.

PHYSICAL AND DEXTERITY REQUIREMENTS:

- **Data Involvement:** Requires comparing or inspecting items against a standard.
- **People Involvement:** Requires following instructions and orders of supervisor.
- **Tool Use:** Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as hand and power tools, buffers, floor polishers, vacuum cleaners, mowers, and other similar equipment.
- **Reasoning Ability:** Requires performing semi-routine work following procedures with occasional problems.
- **Math & Language:** Requires using basic addition and subtraction, such as making change or measuring. Requires reading simple sentences, instructions, or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar.
- **Mental Requirement:** Requires doing clerical, manual, or technical tasks prescribed by standard practices, but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.
- **Physical and Dexterity Requirements**: Requires medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all the time and involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness, and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy. Must be able to perform basic life functions of climbing, stooping, crouching, crawling, kneeling, reaching, pushing, pulling, standing, walking, fingering, grasping.

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma, GED.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, fumes and/or noxious odors, heights, disease/pathogens, toxic/caustic chemicals.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS:

Requires very few decisions affecting only the individual; works in a very stable environment with clear and uncomplicated written/oral instructions.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Interested applicants may submit an application to:
Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786
Or via email to bangel@waynesvillenc.gov
Applications will be accepted until filled