

Moretown Town Hall

Position: Town Hall Custodian

Summary: The Town Hall Custodian is responsible for the general upkeep of the building and grounds, along with providing assistance for community and private events.

Supervision: The Town Hall Custodian reports directly to the Town Hall Manager

Major Responsibilities and Duties:

- Regular cleaning of the library space.
- General maintenance of the building: electrical, plumbing, heating, and outdoor appearances. This may include outsourcing and coordinating any required repairs or upkeep.
 - Communicate any outsourcing needs for maintenance with the Town Hall Manager for scheduling.
- Unlocking/locking doors, set-up and cleaning before/after private rentals.
- Conduct a walk through assessment of the space before/after private rentals, and communicate rental agreement compliance to the Town Hall Manager and Town Clerk within 3 days of the event.
- Assistance with set-up/break down for community events.
- Conduct regular inventory of equipment and supplies.
- Coordinate table/chair rentals.

Qualifications:

- HS diploma or equivalent
- Availability to work some evenings and weekends
- Attention to detail
- Some familiarity with building maintenance preferred

starting pay rate = \$19.45/hr for approx. 80 hrs/year