

**APPLICATION FORM FOR
TOWN OF MORRISON CUSTODIAN**

NAME _____

ADDRESS _____

PHONE NUMBER: HOME: _____ **MOBILE:** _____

EMAIL ADDRESS: _____

ARE YOU AVAILABLE TO START September 1, 2024

THIS POSITION WILL REQUIRE general cleaning of the town hall and office. Vacuuming carpet/rugs, sweeping, dust & wet mop floors, cleaning all corners & entrance, wipe off tables, chairs, counters, sinks, drinking fountain, refrigerator/freezer as needed, wash outside & inside doors & windows all window sills, clean all toilets & urinals, Bathrooms counters & floors. Set up tables/chairs for meetings & elections. Take down tables/chairs as needed. Do not drag tables across the floor. Take out all garbage & recyclables. Outside- pick up cigarette butts, sweep entrance sidewalk. At least twice a year take down light coverings to clean. Check water softener salt, furnace, thermostats. Fill paper towel & toilet paper holders as needed. Meet potential renters, issue rental contracts, accept rental payments/deposit-give to treasurer; open & check hall before & after rental. Return deposit check if hall is cleaned per contract. There may be additional duties as requested by the town board,

DO YOU HAVE ANY PRIOR EXPERIENCE FOR THIS POSITION: _____

THANK-YOU FOR YOUR INTEREST IN THIS POSITION

Return this application – put into the brown lockbox located outside the town hall office door by August 20, 2024