



## TOWN OF HUDSON

12 School Street  
Hudson, New Hampshire 03051

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Tel: 603-886-6024

### Position Opening Custodian

#### **Position Summary**

The Town of Hudson is seeking a **Custodian** to play a key role in supporting the daily operation and upkeep of Town facilities. This position performs routine custodial and light maintenance work, including cleaning and sanitizing offices, restrooms, public areas, and meeting spaces; removing trash and recycling; replenishing supplies; and helping ensure municipal buildings remain clean, safe, and welcoming for employees, visitors, and the public.

#### **Essential Duties and Responsibilities:**

- Performs general cleaning duties, including dusting, sweeping, mopping, and vacuuming.
- Maintains and cares for floors through buffing, polishing, and related floor-care tasks.
- Performs light electrical, HVAC, plumbing, carpentry, and mechanical repairs that do not require a license.
- Removes snow and applies salt or sand to sidewalks and walkways as needed.
- Monitors inventory and orders custodial and maintenance supplies as needed.
- Researches costs for maintenance needs and contacts vendors to obtain quotes or bids.
- Runs errands and performs other tasks generally required of a maintenance/custodial position.
- Sets up Town Hall meeting rooms for meetings, events, and other functions.
- Properly maintains, cleans, and stores housekeeping equipment.
- Secures the facility by locking and unlocking the building as required.
- Handles emergency cleaning needs promptly and appropriately.
- Performs other related duties as required.

*Additional duties may be assigned consistent with the responsibilities of the position.*

#### **Minimum Qualifications**

- High School graduate (or certified equivalency).

- Minimum of six months relevant work experience in general cleaning and maintenance.
- Must undergo and pass a background check and credit check
- Must complete a probationary period of 6 months.

### **Working Conditions**

This position performs custodial duties in municipal buildings, including offices, restrooms, public areas, and other assigned facilities. Work requires frequent standing, walking, bending, reaching, lifting, carrying, pushing, and pulling of cleaning equipment, supplies, trash barrels, and furniture, with assistance when needed. The role may involve exposure to cleaning chemicals, dust, dirt, bodily fluids, unpleasant odors, and other routine custodial hazards. The Custodian must follow established safety procedures, use proper personal protective equipment, and may be required to work early morning, weekend, holiday, or emergency hours based on department needs

### **Compensation and Benefits**

**This is a full-time position with a regular work schedule of 5:00 a.m. to 1:30 p.m.**

The starting wage range is **\$23.03 to \$24.67 per hour**, with placement based on qualifications and experience. This is a union position covered under the Collective Bargaining Agreement (2025–2029) with Teamsters Local 633, Hudson Support Staff. The Town of Hudson offers a comprehensive benefits package, including health insurance, participation in the New Hampshire Retirement System (NHRS), paid time off, and professional development opportunities.

**Interested candidates should submit a cover letter and resume to:**

Email: [Hudsoncareers@hudsonnh.gov](mailto:Hudsoncareers@hudsonnh.gov)

Address: Human Resource Generalist  
Town of Hudson  
12 School Street  
Hudson, NH 03051

**Position open until filled.**

The Town of Hudson is an Equal Opportunity Employer.

*This job description does not constitute an employment agreement and may be modified as operational needs require.*