

SHULLSBURG COMMUNITY TOWNSEND CENTER
JANITORIAL POSITION

Position Summary

Position is responsible for cleaning 8,029 square foot facility. This cleaning position is under the direct supervision of the Shullsburg Common Council. All cleaning products, supplies and equipment will be provided by the City of Shullsburg.

Facilities Description

Department	Size (Sq. Ft.)	Floor Type	Special Fixtures
City / Utility Office	582	Carpet	1 Ceiling Fan
Library	2961	Carpet	6 Ceiling Fans, Book Cases, Cabinets, Counter & Sink
Police Reception Area	221	Carpet	1 Ceiling Fan
Police Reception Area	119	Ceramic Tile	
Police Main Office	127	Carpet	
Police Secondary Office	112	Tile	
Police Interrogation Room	54	Tile	1 Carpet Runner
Police Restroom	59	Tile	Toilet, Sink
Senior Center Dining Area	644	Carpet	3 Ceiling Fans
Senior Center Kitchen / Pantry	1143	Tile	2 Stoves, Microwave, Commercial Refrigerator, Dishwasher, Island, Cabinets, Counter & Sink
Community Room	462	Carpet	1 Ceiling Fan, Cabinets & Counter
Men's Restroom	266	Ceramic Tile	2 Toilets, 1 urinal, 3 mirrors, hand dryer, paper towel holder, countertop with 3 sinks
Women's Restroom	266	Ceramic Tile	3 Toilets, 3 mirrors, hand dryer, paper towel holder, countertop with 3 sinks
Vestibule	133	Ceramic Tile	Brochure Display Case, Donation Plaques, 1 Carpet Runner
Hallway	880	Ceramic Tile	2 Wall Display Cases, 2 Drinking Fountains, 4 Carpet Runners

Duties & Responsibilities

Weekly:

- Clean & Sanitize Drinking Fountains
- Clean & Sanitize Toilets, Urinals, Mirrors, Toilet Partitions, Door Handles (Including handles on all doors in the building), Light Switches, Hand Dryer, Countertops & any other areas in Restrooms
- Take out Trash and Recyclables
- Clean Interior Windows- Hallway & Front Entrance Doors
- Scrub Kitchen Floor

- Scrub Ceramic Tile Floors with Commercial Scrubber-Restrooms & Hallway
- Clean Carpet Runners- Hallway & Senior Center- In the winter months salt accumulates on the carpet runners therefore the carpet runners will need to be swept off prior to being vacuumed.

As Necessary:

- Scrub Ceramic & Tile Floors
- Vacuum Carpets
- Dust Library Book Cases
- Clean & Sanitize Library Counter & Sink

Annually or As Necessary:

- Clean Ceiling Fans
- Clean Light Fixtures
- Clean Vents
- Clean Exterior Windows

With your application, please include the following information:

- Desired number of work hours per week.
- Hourly rate of pay required.
- Prior cleaning experience & references.

The facility is available for inspection Monday-Friday 8:00 a.m. to 5:00 p.m. by contacting the Shullsburg City Clerk/Treasurer at 608-965-4424.

For consideration, submit the required application to the City Clerk/Treasurer at 190 N. Judgement Street no later than 5:00 p.m. Monday, September 8, 2025.

A background check will need to be completed prior to accessing some areas of the building.