



**TWO  
RIVERS**  
WISCONSIN

# Recruitment Announcement

## Part-Time City Hall Custodian

The City of Two Rivers is seeking a reliable and detail-oriented individual to perform custodial duties at City Hall. This position plays an important role in maintaining clean, safe, and welcoming facilities for City staff and the public.

Under general supervision, the custodian will carry out routine cleaning, sanitation, and facility upkeep to ensure a professional environment. This position is ideal for someone who takes pride in their work, enjoys a structured routine, and contributes positively to a team atmosphere.

### COMPENSATION & BENEFITS

**SALARY RANGE:** Starting at \$17.02, dependent on qualifications

**BENEFITS:** Life Insurance. Employer contribution of 7.2% into the Wisconsin Retirement System. Pro-rated vacation, holidays, and personal time off. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

### APPLICATION & SELECTION PROCESS

A full position description and City employment application are available at [www.two-rivers.org/jobs](http://www.two-rivers.org/jobs). Qualified candidates should submit a cover letter, resume, and completed City employment application to [HR@two-rivers.org](mailto:HR@two-rivers.org) or by mail to: City of Two Rivers, Attn: Human Resources, PO Box 87, Two Rivers WI 54241. The position will remain open until filled. Contact Human Resources at 920-793-5526 or [HR@two-rivers.org](mailto:HR@two-rivers.org) with questions.

### HOW TO APPLY

Send a **cover letter, resume, and completed employment application** by email to [HR@two-rivers.org](mailto:HR@two-rivers.org) or by mail to City of Two Rivers, Attn: Human Sources, PO Box 87, Two Rivers, WI 54241

Applications should be submitted by Monday, January 26, 2026 to ensure consideration.





**POSITION TITLE:** City Hall Custodian – Part-Time

**REPORTS TO:** Head of Buildings and Grounds – City Hall

**EMPLOYMENT CLASSIFICATION:** Part-Time

**LATEST REVISION DATE:** January 2026

**DEPARTMENT:** Maintenance

**FLSA CATEGORY:** Non-Exempt

**PAY TYPE:** Hourly, Grade 6 PT Scale

### **GENERAL PURPOSE**

Performs a variety of unskilled and semi-skilled janitorial cleaning duties and maintaining a clean, safe and professional environment within the Police Department and City Hall and acts as a backup to the Head of Buildings and Grounds – City Hall.

### **SUPERVISION RECEIVED**

Works under the immediate supervision of Head of Buildings and Grounds – City Hall.

### **FACILITIES/TASKS/PROGRAMS ACCOUNTABLE FOR:**

City Hall, Police Department and all interior and exterior areas.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Custodian is responsible for performing a variety of janitorial and light maintenance duties within City Hall, including the Police Department..

This position requires access to sensitive and restricted areas, including the Police Department and Human Resources offices. The Custodian must maintain strict confidentiality and exercise discretion when exposed to confidential materials or information. The position is responsible for properly handling and shredding confidential documents in accordance with City policies, ensuring such materials remain secure and separate from general waste and recyclables.

These duties include but not limited to:

- Sweeps, vacuums, mops, and maintains all floor surfaces.
- Cleans and maintains furniture, fixtures, and interior surfaces.
- Collects and disposes of garbage and recyclables; cleans and maintains related containers.



- Cleans and sanitizes restrooms and locker rooms; replenishes supplies; cleans drinking fountains, mirrors, tables, walls, blinds, and light fixtures; changes light bulbs as needed.
- Washes interior and exterior windows.
- Sets up and takes down furniture and equipment for meetings and events.
- Performs grounds maintenance, including grass mowing, trimming, snow removal, and ice control; responds to snow removal and emergency calls as needed.
- Inspects and maintains custodial equipment and small tools to ensure proper operation.
- Picks up and delivers mail as needed.
- Keeps records of work completed.
- Maintains current knowledge of safe and effective building maintenance techniques.
- Assists the supervisor with maintenance of mechanical systems, small construction projects, and painting (interior and exterior).
- Performs other duties as assigned by the supervisor.

#### **REQUIRED EXPERIENCE AND TRAINING**

Education and Experience:

- Graduation from a high school or GED equivalent
- Valid Wisconsin Drivers License
- Knowledge in the use of computers
- Any combination of experience and training which demonstrates the knowledge to perform the work.
- Clear of a criminal record
- Ability to pass a background check for security clearance

#### **DESIRED EXPERIENCE AND TRAINING**

- Working knowledge of equipment, materials and supplies used in building maintenance; Some knowledge of first aid and applicable safety precautions;
- Skill in operation of listed tools and equipment.
- Ability to work independently both to complete daily activities according to work schedule and to independently recognize building cleaning and maintenance needs and address such needs proactively.
- Ability to lift heavy objects up to 50 lbs, walk and stand for long periods of time.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools properly and safely.
- Ability to understand and follow written and oral instructions.
- Ability to establish effective working relationships with co-workers and internal customers.

## **TOOLS AND EQUIPMENT USED**

Steam cleaners, carpet cleaners, washers, vacuums, mops, brooms, grass trimming and mowing equipment, snow blower, personal computer, carpentry and other hand tools, ladders, and required to use janitorial cleaning supplies.

## **PHYSICAL DEMANDS**

The physical demands described below are representative of those an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently stands, walks, and uses hands and fingers to handle, feel, or operate objects, tools, or controls. The employee occasionally sits, climbs, balances, stoops, kneels, crouches, crawls, and communicates verbally.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The Custodian works in a variety of indoor and outdoor settings while performing essential duties. The employee regularly works in office areas, restrooms, meeting rooms, hallways, and other public spaces, including the Police Department and Human Resources offices.

The employee may be exposed to:

- Moving mechanical parts and custodial equipment
- Wet or slippery surfaces, cleaning chemicals, fumes, and airborne particles
- Dust, dirt, or other environmental contaminants

The employee occasionally works outdoors performing grounds maintenance, including grass mowing, trimming, snow removal, and ice control, and may be exposed to extreme weather conditions such as heat, cold, snow, or rain.

The position may require working at heights (e.g., when changing light bulbs or cleaning high areas) and in confined spaces.

The noise level in the work environment is generally moderate, but the employee may be exposed to higher levels during grounds maintenance, use of mechanical equipment, or snow removal operations.

The employee must follow all safety procedures and use protective equipment as required.



# TWO RIVERS

WISCONSIN

## APPLICATION FOR EMPLOYMENT

### CITY OF TWO RIVERS

[www.two-rivers.org](http://www.two-rivers.org)

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to [HR@two-rivers.org](mailto:HR@two-rivers.org).

**Incomplete or illegible applications will not be considered.**

#### POSITION INFORMATION

Position you are applying for:				Date:			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary							

#### APPLICANT INFORMATION

Last Name	First				M.I.	
Street Address				Apartment/Unit #		
City				State		ZIP
Phone	E-mail Address					
Date Available	Desired Salary				Comments	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?			
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):			
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:			
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:			
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:			
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:			
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:			
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:			

<b>EDUCATION</b>								
<b>High School</b>					Address			
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, have you passed a high school Equivalency or GED test?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>College</b>					Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
<b>College</b>					Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
<b>Other</b>					Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

<b>SPECIAL SKILLS OR QUALIFICATIONS</b>								
Describe any special skills applicable to this position:								
Describe any additional training and experience applicable to this position:								

<b>REFERENCES</b>								
Please list three professional references.								
<b>Full Name</b>					Title			
Organization					Phone			
Relationship								
<b>Full Name</b>					Title			
Organization					Phone			
Relationship								
<b>Full Name</b>					Title			
Organization					Phone			
Relationship								

**PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)**

<b>Employer</b>					Phone		
Address					Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From	To	Reason for Leaving					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
<b>Employer</b>					Phone		
Address					Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From	To	Reason for Leaving					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
<b>Employer</b>					Phone		
Address					Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From	To	Reason for Leaving					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
<b>Employer</b>					Phone		
Address					Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From	To	Reason for Leaving					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		

## CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

## AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

**Signature:**

**Date:**

## OPTIONAL: CONFIDENTIALITY

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_