



Custodian

Position Summary:

The Office Custodian will be responsible for maintaining the cleanliness and sanitation of our corporate headquarters, including offices, meeting rooms, restrooms, kitchen areas, and common spaces in three buildings totaling approximately 40,000 square feet in the areas of responsibility.

Key Responsibilities:

- Clean and disinfect office spaces, restrooms, break rooms, and other high-touch areas
- Empty trash and recycling bins and replace liners
- Sweep, mop, vacuum, and dust all flooring and surfaces
- Clean windows, glass doors, and interior partitions
- Restock bathroom and kitchen supplies (paper products, soap, etc.)
- Report any maintenance or safety concerns to the Facilities Manager
- Ensure all cleaning supplies and equipment are used and stored safely

Qualifications:

- High school diploma or equivalent preferred
- Prior custodial/janitorial experience (especially in a professional or corporate setting)
- Ability to work independently and efficiently with minimal supervision
- Physical ability to perform duties, including lifting up to 40 lbs
- Strong attention to detail and reliability
- Must be able to pass a background check

We Offer:

- Competitive hourly pay
- Stable evening/weekend work schedule
- Supportive team and safe working conditions
- Opportunities for long-term employment within our facilities team

AA/EOE M/F/Disability/Vet

Please submit your resume to:
Human Resources Department
P.O. Box 99
Plainville, CT 06062
Fax (860)747-6296
hr@manafort.com