

**TOWNSHIP OF OCEAN
DEPARTMENT OF HUMAN SERVICES
JOB DESCRIPTION**

JOB TITLE: *PART-TIME HOURLY CUSTODIAN*

HOURLY RATE: \$9.00 - \$10.00/hr.

APPLY TO: 732-531-2600 (call for application)
Township of Ocean Recreation
601 Deal Rd.
Oakhurst, NJ 07755

START DATE: ASAP

GENERAL PURPOSE:

Performs custodial duties within municipal facilities.
Part-time hourly position, (Wednesdays – Sundays, 3.5 hours/day).
5:30 a.m. – 9:00 a.m. **or** 6:00 a.m. – 9:30 a.m.
Additional seasonal hours also available.

QUALIFICATIONS:

1. At least 18 years of age.
2. Custodial experience preferred.
3. Ability to load, lift and move supplies and equipment.
4. Ability to keep written records.
5. Must have valid New Jersey driver's license on person at all times.
6. Pre-employment drug screening required.

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Maintenance personnel will report to the Maintenance Supervisor. Employee is responsible to perform maintenance duties of recreational facilities which include offices, meeting room facilities, municipal gym and outdoor restrooms within the Township of Ocean.

ESSENTIAL RESPONSIBILITIES:

1. Maintain indoor municipal facilities which include, but is not limited to, vacuuming, sweeping, wet mopping, dusting, disinfecting, etc. of office space meeting rooms, kitchens, restrooms.
2. Set up and breakdown of tables and chairs for meeting room facilities.
3. Maintain, open/close park restrooms (seasonally).
4. Litter abatement in parks and around meeting room facilities.
5. Posting of notices at recreational facilities.

OTHER RESPONSIBILITIES:

1. Additional duties as assigned by supervisors.