



Job Posting: Part-Time Custodian - Keyport Senior Center
Department: Keyport Senior Center
Job Type: Part-Time
Application Deadline: 10/30/24 or until filled

Location: Borough of Keyport, New Jersey
Salary: \$16.00 per hour 20 Hours a week
Non Competitive Position

Overview: The Borough of Keyport is seeking a reliable and detail-oriented Part-Time Custodian for the Keyport Senior Center. This position is responsible for maintaining cleanliness and orderliness within the facility to ensure a safe and pleasant environment for senior center participants under the direction of a supervisory staff.

Key Responsibilities:

- Perform general cleaning duties including sweeping, mopping, dusting, and vacuuming.
- Clean and sanitize restrooms and kitchen areas.
- Empty trash receptacles and dispose of waste properly.
- Maintain and stock cleaning supplies and report any maintenance issues.
- Ensure all areas are secured and in good condition.
- Assist with setup and breakdown of events and meetings.
- Comply with all health and safety regulations and protocols.
- Washes and Cleans windows, sweeps, washes, strips, waxes and polishes floors and vacuums rugs
- Make minor repairs as needed to the building with oversight, services restrooms
- Keeps records of materials and supplies

Qualifications:

- High School Diploma or equivalent.
- Previous custodial or janitorial experience preferred.
- Knowledge of cleaning techniques, equipment, and chemicals.
- Ability to perform physical tasks and lift up to [insert weight] pounds.
- Strong attention to detail and organizational skills.
- Good communication skills and a positive attitude.
- Ability to work independently and as part of a team.

Requirements:

- Must be a resident of New Jersey and meet any additional requirements set forth by New Jersey Civil Service.
- Must pass a background check and drug screening.

How to Apply: Interested candidates should submit a completed application form, resume, and cover letter to: bkane@keyportonline.com and dnellis@keyportonline.com. For more information about the position or the application process, please contact Public Works Superintendent Bill Kane at 732-739-5428 or bkane@keyportonline.com

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.