**TITLE: Part time Custodial Associate (possible advancement to FT)**

**SUMMARY** – Performs routine and preventive maintenance, repair and cleaning on MCSPCA buildings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** - Other duties may be assigned.

\* Performs minor repair of all buildings and equipment. (Major repairs are performed by licensed workers)

\* Performs preventive maintenance on a scheduled basis.

\* Change light bulbs.

\* Repair animal cage doors.

\*Empty all trash and recycle cans

\*Clean and sanitize transport vehicles

\* Light carpentry.

\* Light plumbing.

\* Painting.

\* Ability to drive 14’ box truck

\* Clean & Stock restrooms.

\* Sweep & Mop floors.

\* Clean glass.

\* Vacuum & Dust.

\* Sort donations.

\* Load/Unload trucks.

\* Clean parking lot and dumpster areas.

\* Clean and sanitize crates.

\* Snow removal

\* Landscaping

\* Other duties as assigned by Facilities manager.

**QUALIFICATIONS** – To perform this job successfully, an individual must be able to perform each function satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required.

**EDUCATION** - High school diploma or general education degree (GED) and 6 months – 1 year experience in building maintenance, repair, and cleaning. Good skill in the use of hand and power tools.

**LANGUAGE SKILLS** – Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one situations to other employees of the organization.

**REASONING ABILITY** – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to resolve problems on your own.

**LICENSES** – Valid NJ driver’s license with clean history

**PHYSICAL DEMANDS** – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk, balance, stoop, kneel, crouch, sit, talk, and hear. The employee must frequently lift and/or move more than 50lbs.

**WORK ENVIRONMENT** - While performing the duties of this job the employee will be exposed to wet and/or humid conditions, and outside weather conditions.

**SALARY** - $11/hour

**The hours for the part time position will be:**

MONDAY - 6AM - 12PM

TUESDAY - 6AM - 12PM

WEDNESDAY - 6AM - 12PM

THURSDAY - 6AM - 12PM