**TITLE: Part Time Custodian and Transport Driver**

**SUMMARY** –Assists with routine and preventive maintenance, repair and cleaning on MCSPCA buildings, and completes local transport of materials and animals for MCSPCA programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** -

 \*Completes daily and weekly custodial duties in common and Administrative areas of MCSPCA buildings such as emptying trash, vacuuming, mopping and dusting and cleaning and restocking restrooms

 \* Completes daily and weekly tasks such as sorting donations, cleaning animal crates and transport vehicles, some landscaping and snow removal

\*Performs minor repair and preventative maintenance on all buildings and equipment under the supervision of the Facilities Manager, such as changing light bulbs, painting and repair of cage doors (major repairs are performed by licensed workers)

\* Responsible for local transport of supplies and animals. Must be able to drive a 14’ box truck and lift loads of more than 50 lbs.

* Other duties as assigned. For a complete list of duties, contact the Facilities Manager

**REQUIREMENTS:**

**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, light carpentry and plumbing a plus

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

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

**PHYSICAL DEMANDS AND WORK ENVIRONMENT** –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. The employee will be exposed to wet and/or humid conditions, and outside weather conditions.

**SALARY** - $11/hour