

The Borough of Neptune City is seeking a part-time custodian (10 to 15hrs) a week for the Neptune City Community Center.

## Duties

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them
- Clean windows and mirrors
- Clean and supply restrooms
- Remove waste and empty trash
- Maintain cleaning chart indicating areas that were cleaned and inspected
- Replenish cleaning and maintenance supplies
- Organize janitorial storage areas
- Notify supervisors about unsafe conditions or concerning the need for repairs or maintenance

## Qualifications

- Ability to observe safety and security procedures and to comply with policies
- Ability to read and interpret written information; ability to write clear statements; ability to communicate orally
- Must be able to do physical work and operate power equipment normally found in janitorial operations
- Attention to detail
- Ability to follow schedules and keep commitments
- Ability to follow directions from a supervisor
- Ability to demonstrate professionalism
- Must be able to manage time efficiently and to work individually

Applications are available on the borough website <https://www.neptunecitynj.com/> or in person at 106 W Sylvania Avenue Neptune City NJ 07753.