



Jewish Community Center of the Lehigh Valley

Employee Job Description

Position Title: Part-time Maintenance/Custodial

Supervisor: Facility Director or Shift Supervisor

Job Summary: Responsible for general maintenance/custodial duties throughout the JCC, as well as, assisting in function set-ups.

Primary Duties and Responsibilities:

- Furniture setup/rearranging as assigned
- Salt and remove snow from entrances/sidewalks/steps
- Sweeping and clean-up of outside areas
- Keep grounds clean
- Removal of waste and trash from rooms to dumpsters or other designated disposal
- Service washrooms with towels, toilet paper, etc
- General maintenance of the building
- Washroom/locker/shower room cleanup
- Replace light bulbs as necessary
- Clean up work-dusting, vacuuming, mopping, waxing and buffing floors, washing windows, walls, etc
- Clean mechanical rooms/other areas as instructed
- Notify supervisor of any safety/supply/other job related concerns
- Respond to department requests as required
- Ability to lift fifty pounds
- Complete daily work schedule
- Other duties as assigned

Other Duties/Expectations:

- Attendance
- Punctuality
- Safety/Security
- Cooperation
- Compliance with work regulations
- Interpersonal Relationships
- Dependability/Reliability
- Planning/Organization of Work
- Works under Pressure

Qualifications Required:

Ability to get along with fellow workers and with persons using facilities in a cooperative manner. Ability to follow instructions. Ability to work a flexible schedule. High School degree or comparable work experience preferred.