

JOB VACANCY # JV 2015-45 (Part-time Custodial)

THE POSITION OF: Part-time Custodial

IN THE DIVISION OF: Public Buildings

DEPARTMENT OF: Public Works

POSTING DATE: January 30, 2015

Qualified, interested candidates must **submit a current resume and application** to the Human Resources Department. Email: jobs@readingpa.org

The candidate for this position must be able to work independently in an office / light industrial setting. The candidate must be able to lift a minimum of 50 pounds and handle the physical demands of the job. This is a part time position, Monday – Friday, 4:00 am – 10:00 am with an unpaid break. Management has the right to adjust the schedule as needed.

Responsibilities will include general janitorial and custodial work which may include, but not be limited to:

- Dusting / vacuuming carpets, mats, and rugs
- Sweeping and mopping of floors
- Office trash collection
- Thorough cleaning of all bathrooms / locker rooms.

MINIMUM QUALIFICATIONS:

Educational Requirements

- A High school diploma or equivalent preferred.

Experience

- Valid PA Class C driver's license is preferred.
- Previous custodial or janitorial experience is preferred.

PART-TIME POSITION