

**Part-Time Employee Wanted
Upper Milford Township
Park Caretaker**

Position: Caretaker- Parks

- Part-Time, Weekends required. Saturday Morning & Sunday Morning,
- Some weekday hours possible depending on Qualifications and availability.
- Park Season - April 15th-Nov. 15th. End date flexible.
- Must be at least 18 years of age and have a valid driver's license and reliable transportation.

Salary- Hourly \$ 10-15/Hr. D.O.Q., Part-Time, Seasonal. Provide time sheet to Township Secretary bi-weekly.

Job Duties:

Under limited supervision, this part-time employee is responsible to prepare the facilities at the Township's Parks, for use by park patrons on holidays and weekends during the park season.

Duties include but are not limited to early morning check of park facilities; restrooms, pavilion. Parking lot, etc., clean restrooms as needed, clean and prepare pavilion for use if reserved, gather trash and recyclables and consolidate in the area of the storage facilities. If large groups are anticipated for a particular day, a second check/visit may be required in the afternoon to verify that everything is in order and if not, provide touch up services, as needed.

Restrooms:

- Check restrooms. Clean as required. (wet mop floors, clean & sanitize fixtures, mirrors, pick up trash, etc....)
- Re-stock paper products in restrooms as required.
- Check & fill soap dispensers as needed.
- Empty trash cans in restrooms, re-line cans.
- Unclog toilets & drains as needed.

Park General:

- Check garbage cans throughout the park, collect & empty garbage cans as required, re-line cans.
- Check recycle bins throughout the park, collect recyclables & empty the recycle bins.
- Reset garbage cans & recycle bins that may have been moved, blown over, and/or removed; restore to proper locations.
- Quick visual policing of the park area in general, to determine any safety, vandalism or other issues that may have occurred during the weekend.
- Report immediate safety or vandalism issues to PWC.
- Take garbage & recyclables to dumpsters located at Township maintenance garage.
- Cleaning supplies & equipment are provided & stocked by the Township in the park storeroom.

Time Requirements:

Approximately 1-2 hours per day. Depending on the Township's needs and the successful applicants desire and willingness to work additional hours, additional hours of work may be available during weekdays based on a mutual agreement and as assigned by the employees Supervisor.

Direct Supervisor:

Public Works Foreman or in his absence, the Township Manager or other person directed by the Township.

Required knowledge, skills and abilities:

Knowledge of basic cleaning process; knowledge of safety precautions associated with cleaning materials; ability to recognize areas that need to be cleaned; ability to carry out written and oral instructions; ability to walk, crouch, climb ladders to 6' heights and exert 25 to 50 pounds of force frequently; ability to demonstrate polite and courteous manner toward the general public. Ability to maintain neat appearance; most tasks require visual perception and discrimination and oral communication.

Criminal Background Check:

Prior to employment, the perspective employee must submit for a criminal background check through the Pennsylvania State Police. The Township will be responsible for the cost of the check. Failure to have an acceptable record will be reason to be dismissed from consideration for employment.

Pre-Employment Drug Testing:

The Township may, at its option, require the perspective employee to take a pre-employment drug test at the Township's expense.

EEO:

The Township of Upper Milford is an Equal Opportunity Employer.