



JOB DESCRIPTION

TITLE: ON-CALL SEASONAL CLEANING ASSISTANT

REPORTS TO: Facilities Director

LOCATION: Blairstown Campus, 158 Millbrook Road, Blairstown, New Jersey 07825

CLASSIFICATION: Non-Exempt

JOB SUMMARY

This position supports the Facilities Director of the Blairstown Campus in cleaning and maintaining the facilities of the Princeton Blairstown Center's 264-acre campus near the Delaware Water Gap in order to deliver safe, high-quality programs to young people, primarily those from low-income communities, which utilize the Center. This role assists with cleaning buildings including sleeping quarters, offices, bathrooms, and general assembly spaces and usually works 1-2 days a week on an "as needed" basis.

MAJOR DUTIES

- Sweep and mop floors, moving furniture as needed.
- Clean buildings by emptying trash, sweeping, and cleaning surfaces.
- Clean and disinfect bathrooms.
- Monitor and fill bathroom dispensers.
- Clean and vacuum carpets.
- Use cleaning solutions to remove stains and clean off surfaces.
- Mix various cleaning agents.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture and scrub surfaces clean.
- Apply wax to coat floors and buff.
- Apply sealant to floors.
- Clean and service restrooms with mops and disinfectants.
- Identify and report potential repairs to Facilities Director.
- Participate in job-related training and staff meetings.
- Demonstrate a professional demeanor which is reflective of the values and standards of the Princeton-Blairstown Center in all formal and informal contacts with the organization's constituencies.
- Other duties as assigned.

QUALIFICATIONS

- At least 18 year of age.
- Valid drivers license.
- Basic understanding of cleaning solutions.
- Able to lift and carry 35 pounds.
- Able to work outdoors in all weather conditions.
- Ability to work in a remote area.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders in a multi-cultural environment.
- Personal qualities of integrity, credibility, professionalism, a commitment to lead by example, and dedication to the mission of Princeton-Blairstown Center.

Salary – up to \$11.00/hour depending on experience and qualifications. Must pass background check.