

JOB TITLE: Part-Time Cleaning Person

JOB SUMMARY: Kingston Township in Delaware County, Ohio is looking for a part-time cleaner to take care of our township hall and pavilion. The goal is to keep our building in a clean and orderly condition.

RESPONSIBILITIES:

- Clean, stock, and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents and light fixtures, cleaning restrooms and water fountains, removing trash, etc.)
- Perform and document routine cleaning checklist.
- Notify trustees of any needs for repairs
- Communicate with trustees to maintain stock of cleaning supplies and toiletries.

SKILLS AND QUALIFICATIONS:

- Communication
- Interpersonal Skills
- Proactivity
- The ability to work independently with minimal supervision.
- Time Management
- The ability to follow health and safety standards.
- Proven experience working as a cleaner.
- High School degree

WORKING CONDITIONS:

- Indoor and outdoor working environment
- Essential physical requirements, including climbing, standing, stooping
- Physical effort required: lifting up to 20 pounds
- May be required to work weekends, nights, and on-call as a regular part of the job.

JOB TYPE: Part-Time; varying hours with a minimum of 3 hours per month and a maximum of 50 hours per month

PAY: \$23 - \$25 per hour, based on experience

HOW TO APPLY: Interested candidates shall complete the Kingston Township Employment Application on the website [here](#). The completed application can be scanned and emailed to Angela Willyerd at awillyerd@kingstontwp.org or dropped off at the Kingston Township Hall at 4063 Carter's Corner Rd. Sunbury, OH 43074.

APPLICATION DEADLINE: March 29, 2024