

**The Municipality of Penn Hills – Senior Center is seeking a Part-time Janitor** to perform various work in the overall maintenance and appearance of the building and grounds. Employees in this class perform cleaning, minor maintenance and related work as required. Assignments are carried out in accordance with standard practices, procedures, and instructions, which are given by the director and may be checked upon completion.

Work is generally performed indoors in a comfortable climate; employee will be exposed to various cleaning chemicals. Employee sweeps, mops, scrubs floors and stairwells and wipes down walls and doors; polishes and sanitizes water fountains and kitchen appliances. Replaces a variety of light bulbs and lighting accessories. Cleans lavatories and collects and disposes of garbage. Vacuums carpeting, dusts furniture, office equipment, blinds, windowsills and woodwork, waxes as appropriate or paint as necessary. Reports needed repairs to supervisor, maintains inventory of cleaning supplies and paper products and submits written requests for supplies. Prepares conference rooms for meetings; runs errands, when necessary, etc.

Experience in janitorial and building maintenance work preferred; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities to perform job duties.

**This is a union position covered under the Local 602 UWUA, AFL-CIO labor agreement. Applicant must possess High School diploma or GED equivalent. The 2021 Custodial Maintenance pay rate is \$20.5769/hour (\$19.8269/hour during 6-month probationary period). To apply please mail application and resume to Municipality of Penn Hills - Attn: Human Resources, 102 Duff Road, Penn Hills, PA 15235 or e-mail to [hr@pennhills.org](mailto:hr@pennhills.org) Applications are available at <http://www.pennhills.org> and must be received no later than October 1, 2021.**

**PENN HILLS RESIDENCY IS REQUIRED WITHIN ONE YEAR OF EMPLOYMENT.**

**Penn Hills is a residential suburban community outside of Pittsburgh and is an Equal Opportunity Employer.**