



# JOB POSTING

## Building Service Worker

**Title:** Building Service Worker

**Department:** Building Management Services

**Location:** West Orange or Clinton NJ Area

### Basic Functions:

Under general supervision from a designated supervisor, performs a variety of skilled or semi-skilled tasks, or skilled labor related to building service work for the upkeep of a safe, clean, and healthy living and working environment.

### Essential Functions:

The following functions of the job include, but are not limited to:

- Perform tasks relating to the maintenance of floors and other surfaces, including vacuuming, mopping, and washing
- Perform tasks relating to the renovation of floor surfaces, including application of stripping/finish chemicals, scrubbing, scrapping, and buffing
- Perform tasks relating to providing a clean/healthy environment in bathrooms, public restrooms, and other areas
- Perform tasks relating to the cleaning and/or washing of windows, wall partitions, and door glass
- Perform tasks relating to the cleaning of carpet floor coverings, including shampooing and bonneting
- Shovel or sweep snow from steps and immediate area at building entrances
- Perform tasks relating to the replacement of light bulbs, including changing the bulbs and washing/cleaning the light fixtures
- Operate and provide operator maintenance for automatic scrubbers, power sweepers (including rider type), vacuums, and buffers used in connection with building cleaning
- Report all items that require maintenance/repair
- Collect all waste material, sort, and recyclable as directed
- Establish compatible schedules with clients
- May order and be responsible for needed cleaning supplies
- Perform related duties as assigned
- May be required to report to a variety of different sites and work different shifts, including days, nights, weekends

### Employee Qualifications:

- HS or GED recommended.

*To apply, email your resume to [apply@hce.works](mailto:apply@hce.works)  
Position is Part- Time  
Shift days: Monday-Friday (Weekends as needed)*