



STAFFORD TOWNSHIP EDUCATION FOUNDATION

Stafford Twp. Arts Center – Manahawkin, NJ

POSTING ON-CALL/FOR-HIRE CUSTODIAL SUPPORT FOR EVENTS

BACKGROUND/DESCRIPTION:

The Stafford Township Education Foundation programs and manages the Stafford Township Arts Center (STAC). STAC is home to the students from the Stafford Township School District and community groups like Our Gang Players. As a professional presenting venue as well, STAC hosts programs by both professional and amateur talents throughout the year when the venue is not being utilized for student programs.

The Foundation is seeking a pool of custodial support workers to help improve, enhance and maintain a professional and clean environment for the health, safety and enjoyment of guests visiting the STAC facility. The Foundation's custodial team will be considered employees of the Stafford Township Education Foundation, a private not-for-profit organization, but will benefit from access to the equipment and resources of the Stafford Township Board of Education's Custodial Technicians when working.

GENERAL RESPONSABILITIES (PRE & POST EVENTS):

- Clean, sanitize and restock lavatory facilities to be utilized by guest artists and STAC general public.
- Whip down and/or dust ALL ledges, door frames and surfaces as needed or directed.
- Sweep and mop lobby tile floor.
- Vacuum carpeted areas of the venue including the Theater seating area.
- Gather and remove all trash from the venue, lobby, Theater, dressing rooms, lavatories, stage and concession stand and properly discard in dumpsters as directed.
- Whip/mop down baseboards throughout as needed or directed.
- Some heavy lifting relating to the fulfillment of these tasks (trash items, etc.) will be required.

GENERAL RESPONSABILITIES (DURING STAC EVENTS):

- Regularly tidy and restock lavatory facilities utilized by guest artists and STAC general public.
- Clean up or wipe down spills, leaks, overflows, etc. should such events occur.
- Keep floor and counter surfaces clear and tidy to reduce post-event intensity of cleaning.
- Gather and remove all trash from the venue, lobby, Theater, dressing rooms, lavatories, stage and concession stand, as needed, and properly discard in dumpsters as directed.
- Some heavy lifting relating to the fulfillment of these tasks (trash items, etc.) will be required.

QUALIFICATIONS:

- Must be a team player and have excellent follow-through skills.
- Excellent patience and good verbal communication skills.
- Excellent consideration for appropriate, but professional dress, hygiene and conduct.
- Prior private or commercial cleaning experience preferred.
- High School Diploma or equivalent required.

COMPENSATION: Hourly, \$9 - \$13.50 per hour. Negotiable, based on prior experience.

HIRING CONSIDERATIONS: All employees of the Foundation are required to undergo criminal background checks, and satisfy personal identification and health requirements as dictated by the property owners or the Foundation's licensure.

Qualified applications are asked to submit an application and submit to:

Stafford Township Education Foundation, 25 Pine Street, Ste. 100, Manahawkin, N.J. 08050
FAX: (609) 597-4308 – E-mail: director@staffordfdn.org. *NO PHONE CALLS PLEASE*

Deadline for is OPEN-ENDED