

Part Time Building and Ground Maintenance Worker Job Description

The Building and Ground Maintenance worker is responsible to the Township Manager in all matters concerning the maintenance of the Township Hall and Grounds, including the Police and Fire Departments.

Interested candidates will be subject to a background check.

25 hours/ week Monday – Friday: 7:00 a.m. – 12:00 p.m.

Wage: \$12 - \$13 hourly

No insurance benefits

Duties and responsibilities include but are not limited to:

- Empty trash and recycle containers, sweep, vacuum, and mop floors and clean restrooms in both the hall and police and fire departments
- Change light bulbs as needed
- Water and maintain plants
- Put up and take down entrance flags
- Shovel snow and salt sidewalks
- Maintain parking lot and sidewalks
- Trim shrubs
- Rake or mow leaves
- Purchase supplies for maintaining hall
- Set up meeting rooms
- Assist in setting up election equipment at all precincts
- Deliver to and pick up mail from Post Office
- Refuel Township vehicles
- Schedule preventative maintenance and repairs to Township vehicles
- Change furnace filters
- Clean kitchenette including dishes/dishwasher, refrigerator, microwave and other appliances
- Make coffee in the morning
- Hang and take down holiday decorations in and outside of the Township Hall
- Other duties as assigned by Township Manager

Please complete the attached application.

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

DATE _____

NAME _____

PRESENT ADDRESS _____

Street

City

State

Zip

TELEPHONE _____

HOW LONG HAVE YOU LIVED AT THIS ADDRESS? _____

PERMANENT MAILING ADDRESS _____

Street

City

State

Zip

TELEPHONE _____

SOCIAL SECURITY NUMBER _____ ARE YOU 18 YEARS OLD OR OLDER? _____

ARE YOU A CITIZEN OF U.S.? _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? IF SO, WHEN, WHERE, AND NATURE OF OFFENSE? _____

ARE THERE ANY FELONY CHARGES PENDING AGAINST YOU? _____

EMPLOYMENT DESIRED

POSITION _____

DATE YOU CAN START _____

SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____

IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? _____

WHERE? _____

WHEN? _____

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

WHAT SPECIAL WORK EXPERIENCES HAVE YOU HAD? _____

WHAT FOREIGN LANGUAGES DO YOU SPEAK OR WRITE FLUENTLY? _____

U.S. MILITARY OR NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

LAST

FIRST

MIDDLE

FORMER EMPLOYERS

(LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES: GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

HEALTH RECORD: DO YOU HAVE ANY IMPAIRMENTS PHYSICAL, MENTAL, OR MEDICAL WHICH WOULD INTERFERE WITH YOUR ABILITY TO DO THE JOB FOR WHICH YOU HAVE APPLIED? *

* Completion of this part of the application is optional and will not result in adverse treatment.

**IN CASE OF
EMERGENCY NOTIFY**

Name Address Phone No.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

DATE SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY DATE

REMARKS:

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	

HIRED FOR DEPT. POSITION WILL REPORT SALARY/
WAGES

APPROVED: 1. EMPLOYMENT MANAGER 2. DEPT. HEAD 3. GENERAL MANAGER

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting discrimination on the basis of an applicant's race, color, national origin, sex, age, marital status, height, weight or the handicapped. DOUBLEDAY BROS. & CO. does not assume responsibility and hereby disclaims any liability for inclusion in this form, of any questions upon which a violation of State and Federal fair employment practice laws may be based.