



**UPPER DUBLIN TOWNSHIP**  
Human Resources  
801 Loch Alsh Avenue  
Fort Washington PA 19034  
(215) 643-1600 x3225

**FACILITY ATTENDANT  
DEPT. OF PARKS & RECREATION**

Upper Dublin Township is currently seeking qualified individuals for the position of Facility Attendant. This position is ideal for someone seeking part-time employment in an active, ever-changing work environment.

The position typically requires 10 to 15 hours per week throughout the year and could include some weekends and holidays. Hours are flexible (late evening or early morning), but room set ups and other assignments must be completed by 8:00am most days.

The Facility Attendant reports directly to the Evening & Weekend Coordinator.

Regular tasks will include:

- Setting up, moving and arranging tables and chairs for various meetings and programs
- Setting up meeting room technology, e.g. projector and laptop
- Light cleaning including vacuuming meeting rooms, hallways and other public spaces
- Restocking restrooms and straightening up other public spaces including a kitchen

Candidates for this position must:

- Be available to regularly work the schedule as described
- Possess sound decision-making skills
- Have the ability to work a variety of duties at a reasonable and safe pace
- Possess strong communication skills
- Have the ability to lift and carry up to 40lbs repeatedly
- Have the ability to see, hear, smell, bend, stoop, squat, reach above shoulder level, kneel, lift, push and pull; ability to use hands for repetitive actions

The successful candidate must:

- Be able to work independently and exercise good judgement
- Be able to follow written and oral directions without a supervisor present
- Demonstrate a positive and enthusiastic attitude as well as be mature and poised

Prior facility work experience is not required, but is preferred. Candidates with those types of past experiences will more likely be considered.

Starting pay is \$18.00 per hour for hours worked. As an added benefit, part-time employees are entitled to 8 hours of paid time off (PTO) for every 500 hours worked.

Interested candidates should submit a letter of interest and completed township employment application by March 27, 2020 to Cheryl Milnazik or by email to [employment@upperdublin.net](mailto:employment@upperdublin.net). Employment applications are available at the Township receptionist's desk during normal working hours or on the Upper Dublin Township website at [www.upperdublin.net](http://www.upperdublin.net).

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