

Township of Verona  
Office of the Township Manager  
Municipal Building  
600 Bloomfield Avenue  
Verona, NJ 07044  
973-857-4767



[JobOpportunities@VeronaNJ.org](mailto:JobOpportunities@VeronaNJ.org)  
Website: [www.VeronaNJ.org](http://www.VeronaNJ.org)

## JOB OPPORTUNITY

**TITLE:** Custodial Worker- Full Time

**LOCATION:** Verona Town Hall, Police Department and Verona Public Library  
600 Bloomfield Ave  
Verona, NJ 07044

**TITLE CODE:** 01453 Custodial Worker

**ISSUE DATE:** 8/21/2024 **CLOSING DATE:** 9/21/2024

**SALARY:** \$47,284

**WORKWEEK:** Monday-Friday

**DESCRIPTION:**

Under direction, performs varied simple, routine tasks involved in the cleaning and maintenance of buildings/grounds to exceed cleanliness and safety expectations; does other related duties as assigned.

Responsibilities may include garbage removal, sweeping, vacuuming, washing and cleaning windows/floors, polishes floors, dusts desks, tables, chairs and other furniture. Cleans business offices, break rooms, common areas, conference rooms and lavatories in Town Hall, Police Department and the Verona Public Library.

**WORKWEEK:**

Flexible hours during normal working hours of 8:30-4:30 p.m. and evening hours are required.

**REQUIREMENTS:**

Must possess a valid NJ driver's license; ability to read, write, speak and understand the English language sufficiently to perform duties of this position.

**APPLY:**

Interested candidates must submit a resume detailing experience and qualifications, cover letter and Verona pre-employment application found at [www.Veronanj.org/jobs](http://www.Veronanj.org/jobs) to the Office of the Township Manager with Custodial Worker in the subject line, via email at [JobOpportunities@VeronaNJ.org](mailto:JobOpportunities@VeronaNJ.org) no later than 4:00 p.m. on the closing date listed above. The Township reserves the right to make a job offer prior to closing date.



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## Job Specification

### CUSTODIAL WORKER

#### DEFINITION:

Under direction, performs varied simple, routine tasks involved in the cleaning and maintenance of buildings/grounds; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### EXAMPLES OF WORK:

Either working alone or as one of a group, washes and cleans windows/floors, polishes floors, and dusts desks, tables, chairs, and other furniture.

Cleans business offices, cafeterias, living quarters, classrooms, halls, gymnasiums, auditoriums, lavatories, and other buildings.

Burns trash in incinerators.

Polishes metal fixtures/trimmings.

Keeps order in lavatories and locker rooms.

Acts as watch person.

Arranges equipment, materials, and articles in an orderly manner.

Deposits sweepings in trash cans.

Replaces light bulbs.

Services water coolers.

Mows lawns.

Trims hedges.

Rakes and burns leaves/refuse.

Trims driveway and sidewalk edges.

Shovels snow from driveway and sidewalk, and spreads sand, salt, or ashes on icy surfaces to prevent slipping.

May assist carpenters, electricians, painters, plumbers, and steamfitters by carrying tools/materials, by placing/removing ladders, and by cleaning up after work has been done.

Maintains records.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

#### REQUIREMENTS:

##### LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

##### KNOWLEDGE AND ABILITIES:

Ability to understand, remember, and carry out oral/written directions, and to learn quickly from oral/written directions and from demonstrations.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause

the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code:**

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
01453		L		N	N/A	01		-

This job specification is for **local** government use only.  
Salary range is only applicable to state government.  
Local salaries are established by individual local jurisdictions.

6/04/1998

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