



JOB VACANCY ANNOUNCEMENT

Job Title: PT Housekeeper

Department: Facilities Maintenance/Housekeeping

Number of Vacancies: 10

Employment Type: Part-Time Temporary Employment

Employment Duration: Shall not exceed six months from hire date.

Representation: Non-Represented

Salary Range: \$16/HR

Posting Period: Thursday, April 30, 2020 – Friday, May 8, 2020 - External Posting

Persons Eligible:

Anyone who meets the minimum requirements.

General Description: Work involves a variety of janitorial and custodial tasks to maintain a clean and safe working environment. Must be willing and able to work under the conditions associated with the public health emergency, COVID-19. This position is considered essential and candidates must be willing and able to work under the conditions associated with the public health emergency, COVID-19. This position is temporary and shall not exceed a duration of six months and may require travel to multiple Parking Authority locations.

Principal Duties:

- Cleans and services restrooms
- Sweeps, vacuums and mops floors and stairways
- Dusts all furniture, glass and surfaces
- Trash and Recycle collection
- Observes appearances and conditions of premises; reports on needed repairs, safety hazards, or conditions requiring outside vendor services

Required Knowledge, Skills and Abilities:

- Ability to work with little supervision and maintain a high level of performance
- Customer-oriented and friendly
- Prioritization and time management skills
- Working quickly without compromising quality
- Knowledge of English language

***Working Hours: TBD - Must be available to work all shifts including Nights, Weekends, and Holidays**

Minimum Acceptable Training, Experience, and Education:

- High School Diploma
- Related experience preferred

SELECTION CRITERIA:

- QUALIFIED CANDIDATES WILL BE CONTACTED FOR THE NEXT STEPS IN THE HIRING PROCESS
- ALL CANDIDATES MUST HAVE THE ABILITY TO SUBMIT APPLICATIONS AND RESUMES ELECTRONICALLY
- IF YOU ARE NOT ABLE TO WORK ALL SHIFTS INCLUDING NIGHTS, WEEKENDS, AND HOLIDAYS, YOU WILL NOT BE CONSIDERED FOR SELECTION

The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

PLEASE EMAIL RESUME/APPLICATION TO:

**MR. DARRYL WHITE, MANAGER
HUMAN RESOURCES DEPARTMENT
HRADMIN@PHILAPARK.ORG**