



Custodial Worker

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

POSITION SUMMARY:

The ideal candidate will coordinate all housekeeping activities and provide assistance to the staff of the Custodial and Business/Culinary/Hospitality Division, to ensure all established service standards and procedures of the College are implemented consistently, leading to guest and staff satisfaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for establishing and maintaining high sanitation in assigned areas
- Responsible for the maintenance of all equipment;
- Responsible for guiding assigned crew in accordance to College policies and procedures;
- Responsible for minimizing costs without compromise in Hygienic condition.
- Responsible for implementing the Policies and Procedures in assigned Department;
- Responsible for sufficient equipment operation and to keep an inventory of cleaning supplies for the operation;
- Responsible for coordination and cooperation with the Purchasing/Scheduling Coordinator and other members of the Business/Culinary/Hospitality Division;
- Responsible for providing functional assistance to the operation during peak periods and functions.
- Responsible to keep Kitchens Equipment/ Inventory book up to date;
- Responsible the waste disposal.

QUALIFICATIONS:

- High School diploma required;
- 1 to 2 years of prior kitchen stewarding, dishwashing, housekeeping or food & beverage experience preferred
- Must be able to multitask while prioritizing work assignments;
- Must have strong organizational and time management skills;

- Must be able to see projects from start to finish in a timely and accurate manner;
- Must have an ability to work in a multi-cultural environment and to remain calm and courteous in high stress and demanding situations.

PHYSICAL DEMANDS:

- Must be able to safely lift up to 50 lbs.;
- Must be able to engage in repeated bending and stooping as required.

To Apply: Send letter of application, resume, salary requirements and names/contact information of three professional references. When Applying via email, please use **Custodial Worker** as the subject line.

Department of Human Resources
81 Sip Avenue, Mezzanine Level
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:
www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER