

**BOROUGH OF LINCOLN PARK**  
**34 CHAPEL HILL ROAD**  
**LINCOLN PARK, NJ 07035**  
**973-694-6100 (phone) 973-628-9512 (fax)**  
[www.lincolnpark.org](http://www.lincolnpark.org)

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**Job Opportunity:**                    **Part-Time Recreation Building Attendant**

**Application Deadline:**        **January 27, 2010**

**Reply to:**                            **Janet Cassidy, Recreation Director/Superintendent**

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**Recreation Building Attendant:**

The Borough of Lincoln Park is accepting applications for the part-time position, up to 19hrs per week, for a **Recreation Building Attendant** to work under the supervision of the Recreation Superintendent. The applicant would be acting as the "eyes and ears" of the Recreation Department through constant observation, reporting any pertinent information to the Recreation Director/Superintendent in a timely manner.

The duties of the **Recreation Building Attendant** also involve the overall maintenance the PAL Building / Community Center, located at 10 Boonton Turnpike, which includes the general meeting room, gym, kitchen, public restrooms and immediate outside areas.

**Duties and Responsibilities:**

Overall daily maintenance and upkeep of the building which may include: dusting, sweeping, mopping of all public areas; removal of garbage/recycling; maintenance of the immediate outside areas; overseeing equipment to ensure that it is not damaged or lost; replenishing materials and supplies; maintaining daily log; checking that all doors, windows are secured at closing. Other duties may include, but not limited to: light clerical work, data entry, program registrations, collection of program fees, issuing receipts, reporting/reconciling of nightly receipts, and use of basic office equipment such as a copy machine, laptop, etc...

The applicant should have the ability to organize the work assigned and to develop work methods as well as being able to meet and interact with the public in a courteous and effective manner. The applicant will be required to complete a Daily Journal to advise who was in the building, security issues, maintenance issues, etc...

The hours of employment for the **Part-Time Recreation Attendant** are varied: 4pm – 11pm, 5pm - 12midnight or weekend hours of 9am - 4pm. All schedules are dependent upon the activities scheduled at the building. Each shift is to include ½ hour break unless otherwise pre-arranged.

Applications can be sent to the Recreation Director/Superintendent, Janet Cassidy c/o Borough of Lincoln Park, 34 Chapel Hill Road, Lincoln Park, NJ 07035.

