

Seasonal Trash/Custodial

SHIFT:

Wednesday to Friday 8am-6pm

Saturday and Sunday 7am-12pm

Job description

We are seeking energetic, hands-on, people friendly individuals to complete our team. Resumes are being accepted for Department of Public Works Seasonal positions. Come join our team!
Competitive pay!

Arrowhead Lake is one of the leading privately owned, gated Communities in the scenic Pocono Mountains of Pennsylvania. Here at Arrowhead, it's a common saying that 'Life is good at the Lake' and we provide our members, friends, and future Members with the luxuries to make that possible. Proud to be a Gold Star Community since 2013!

Applicants must have a flexible schedule and the ability to be on call. Successful candidates will be part of a team responsible for the preventive and overall routine maintenance services in the community. Facilities include multiple buildings, pools, beaches, and 42 miles of roads.

Essential Functions:

- Responsible for assisting association members with the disposal of their trash and recycling.
- Daily duties include the morning cleanup of trash center and opening of compactors.
- Direct and assist residents in the disposal of household trash and recyclables according to policy and procedures.
- Separates trash and recycling as needed and ensures that only household trash and recycling is deposited into compactors.
- Completes compactor breakdown procedures for scheduled pick-ups.
- Maintains a daily log of bulk trash appointments and monitors dumpster for unauthorized dumping.
- Ensures that health and safety guidelines are followed, and work is performed in a safe manner.
- Maintains a professional appearance and attitude and displays strong communication and interpersonal skills when interacting with residents.

- Works with the Department of Public Works leadership daily to ensure all tasks are completed in a timely matter.
- Basic knowledge of computers.