

HOUSING AUTHORITY OF THE CITY OF SUMMIT

PART-TIME JANITOR/PORTER

JOB POSTING

The Summit Housing Authority is seeking a dependable and motivated Part-Time Janitor/Porter to assist with maintaining the cleanliness, safety, and appearance of our residential communities and administrative facilities. This position is ideal for someone who takes pride in keeping facilities clean and well maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Clean and maintain common areas, hallways, offices, laundry rooms, community rooms, and restrooms
- Sweep, mop, vacuum, dust, and remove trash and debris
- Clean windows, stairwells, elevators, and building entrances
- Monitor grounds and common areas for safety or maintenance concerns
- Assist with apartment turnovers and basic cleaning tasks
- Pick up litter and assist with snow and ice removal as needed
- Set up and clean community spaces for meetings and resident activities
- Operate cleaning equipment and use cleaning supplies safely
- Follow all Housing Authority policies and safety procedures
- Perform other related duties as assigned

QUALIFICATIONS/SKILLS

- High school diploma or GED required
- Prior janitorial, custodial, porter, or maintenance experience preferred
- Ability to perform physical tasks including lifting, bending, standing, and walking for extended periods
- Ability to work independently and maintain a professional attitude
- Reliable attendance required
- Valid driver's license preferred

SCHEDULE

Part-time position with flexible hours. Evening and weekend availability may be required.

To Apply:

Qualified applicants should email their cover letter and resume to Jacqueline Gray, Executive Director, at jgray@summitnjha.org. The application period closes on June 5, 2026.

Housing Authority of the City of Summit is an Equal Opportunity Employer