



KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

www.jccotp.org

JOB TITLE: Facilities Attendant

SUPERVISOR: Facilities Director

STATUS: Full Time, Benefits Eligible

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades (Kaplen JCC) is seeking a professional who takes pride in creating clean, safe, and welcoming spaces where people feel comfortable and cared for. The ideal candidate understands that their work plays an important role in the daily experience of our members and guests and enjoys being part of a team that helps create a strong sense of community and belonging.

KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

POSITION OVERVIEW

The Facilities Attendant is responsible for maintaining the cleanliness, safety, and overall appearance of building facilities, with a primary focus on restroom sanitation and upkeep. This position also supports general facility operations including waste removal, room setups for programs and events, responding to cleanup requests, and assisting with deliveries. The Facilities Attendant plays an important role in ensuring a clean, well-maintained environment for staff, members, and visitors.

RESPONSIBILITIES AND OPPORTUNITIES

Restroom Cleaning and Maintenance

- Clean and sanitize all restrooms including sinks, toilets, urinals, countertops, mirrors, and floors.
- Refill and maintain restroom supplies including toilet paper, paper towels, and soap dispensers.
- Inspect restrooms regularly to ensure cleanliness and proper functionality.
- Report any maintenance issues or repair needs to the Facilities Director.

Cleaning and Facility Support

- Respond promptly to requests for cleanups including spills and other facility-related issues.
- Empty and replace liners in indoor and outdoor garbage and recycling receptacles.
- Maintain cleanliness in common areas as needed.

Room Setup and Event Support

- Assist with room setups and breakdowns for classes, programs, meetings, and special events as needed.

Deliveries and Supplies

- Assist with receiving deliveries and transporting supplies to appropriate storage areas.
- Organize and store supplies properly within designated areas.

Minor Maintenance

- Perform minor maintenance tasks such as changing batteries in faucets, toilets, and wall clocks.
- Monitor facility conditions and report any issues that require repair or attention.

QUALIFICATIONS & SPECIALIZED SKILLS

- Previous custodial or facilities experience preferred but not required.
- Ability to follow instructions and work both independently and as part of a team.
- Strong attention to detail and commitment to cleanliness and safety.
- Ability to lift and move equipment or supplies as needed.

SALARY RANGE: \$33,280-\$34,840

BENEFITS

Full-time: Complimentary JCC family or Individual membership

employee discounts on all programs, services and events

Generous paid time off, paid floating federal holidays, paid Jewish holidays

Health and dental insurance

403b employer contribution

FSA/HSA options

Life insurance

long-term disability]

This job description is not intended to be all-inclusive, and the Facilities Attendant will also perform other reasonably related business duties as assigned by its supervisor or other

management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

To Apply: Please submit resumes to Chris Parrilli at cparrilli@jccotp.org