



Job title: Maintenance Assistant

Department: Reservation Stewardship

Reports to: Retail and Events Manager

Salary Range: \$13.85 - \$16.00 per hour

Nonexempt

Part time (6 – 20 hours per month)

Temporary: No

Position Summary:

This regular, part-time position is responsible for cleaning at The Rocks Estate and Bretzfelder Park. The cleaning will include inside and outside of buildings at both locations. The amount of time needed per month is based on seasonal activities and scheduled events.

Essential Duties and Responsibilities:

*Maintain the cleanliness of bathrooms, offices and meeting rooms.
Empty all trash.
Re-stock all bathroom supplies (such as toilet paper, paper towels etc.).
Keep inventory of bathroom supplies and cleaning products so that they can be re-ordered.
Put all chairs and tables away if meeting space was used before cleaning.
Clean table and chairs when necessary.*

Contributions/Outcomes:

This position maintains the cleanliness of the Rocks Estate and Bretzfelder Park, keeping both in good condition and ensures a clean and safe environment throughout each campus for all occupants and visitors.

Qualifications and Skills required:

*A High school diploma is preferred but not necessary.
The candidate will need to present themselves well and have a keen attention to detail.
Candidate must show an ability to clean to a commercial standard.
Valid driver's license with clean driving record.
Provide proof of auto insurance.
Flexibility in scheduling is required.*

Skills include:

- *Good organizational skills and attention to detail*
- *Team player*
- *Ability to clean to a commercial standard.*

Working Conditions:

This position requires working days, evenings and weekends when necessary.

Physical Requirements:

The ability to lift approximately 40 lbs. The ability to safely move chairs and tables, remove garbage, clean floors, and bathrooms which requires both standing and bending. The ability to navigate hills and rough terrain while taking down and cleaning after outside events. The ability to drive a motorized vehicle.

Direct Reports: None: