SUMMARY

**Part-time position.** Assist in the general cleaning and minor repair of the facility. Perform setup, teardown, and cleanup for special events.

**JOB OVERVIEW**

Starting Pay
$10.89 - $13.98 per year

Schedule
Monday - Friday
*Schedule may vary based on events to include some nights, weekends, and holidays. Set schedule not guaranteed.*

Shift
8 a.m. - 5 p.m.

**LOCATION**
Barry P. Bonvillain Civic Center

**REPORTS TO**
Sr. Facilities Maintenance Assistant

**PHYSICAL DEMANDS**

- Lift over 50 lbs. (heavy)
- Walk and stand for long periods of time
- Squatting, bending, and other similar physical tasks

**WORK ENVIRONMENT**

- Interactions with members of the public

**EMERGENCY EVENTS**

May be required to work during emergency events.

**ESSENTIAL FUNCTIONS**

1. Perform assigned cleaning and janitorial tasks, including sweeping, mopping, dusting, removing trash, vacuuming, spot cleaning, stripping, and waxing.
2. Make minor repairs, such as replacing light fixtures and filters, painting, and patching.
3. Assist mechanical, electrical, HVAC, and other workers as assigned.
4. Perform event setup, teardown, and cleanup, including setting up pipe and drape, tables, chairs, and staging area.
5. Note and report irregularities or discrepancies to immediate supervisor.
6. Assist part-time temp staff and act as supervisor at times.
7. Perform other duties as assigned by supervisor.

**GENERAL REQUIREMENTS**

1. Ability to follow instructions.
2. Ability to perform a variety of minor maintenance tasks.
3. Ability to read and comprehend written event instruction sheets for event layouts and details.
4. Knowledge of materials, methods, and practices in using cleaning supplies and equipment.
5. Knowledge of the operation and care of housekeeping equipment.

**EDUCATION, EXPERIENCE, AND LICENSES**

1. High school diploma or GED certification preferred.