



# LAURI ANN WEST COMMUNITY CENTER

## JOB DESCRIPTION

### POSITION TITLE:

Facilities Associate

### SUMMARY DESCRIPTION:

Under the supervision of the Facilities Manager, the Facilities Associate is responsible for general maintenance and upkeep of the facility, room set up and tear down, and general cleaning. This position requires a flexible schedule that may require evening and weekend work due to the changing nature of rentals and activities.

### ESSENTIAL FUNCTIONS:

- Performs building opening and closing duties as designated by the schedule
- Perform gymnasium set up and take down of equipment such as basketball hoops, pickleball nets, bleachers, etc.
- Provide regular communication with leadership and other maintenance staff
- Room turnovers including tear down, clean up, and set up
- Check restrooms and supplies to ensure cleanliness and refill supplies as needed
- Custodial work to include checking and changing garbage, cleaning up spills, sweeping floors, and wiping down surfaces
- Wiping down of fitness equipment throughout the day as needed
- Serve as point of contact for staff and customer to ensure that requirements are met
- All other tasks assigned by supervisor

### QUALIFICATIONS:

- High school diploma or equivalent
- Ability to respond quickly and effectively to challenges
- Detail oriented, self-starter and strong organizational skills
- Basic computer skills with knowledge of Google Suite
- Ability to multitask
- Working knowledge of building systems
- Ability to use standard and powered hand tools
- Strong communication, leadership, group facilitation, collaboration, and interpersonal skills
- Must be able to pass Act33 clearance requirements

### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- This position requires frequent walking, sitting, bending, stooping, periodically standing for long periods, using hand or fingers to manipulate, touch, or handle, and climb stairs.
- The work environment noise level is typical of a moderately noisy standard business with equipment running and members entering and exiting.
- Vision abilities required by this job include near and far vision, depth perception, and to differentiate colors.
- Frequently will need to lift or push up to 30 pounds, periodically up to 50 pounds.

### JOB TYPE:

Part Time - Hourly

### SALARY:

\$13 - \$15/hour

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Signature

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Date