

# Wall Community Center Maintenance

## Job Description

Updated: December 2020

**Reports to:** Wall Community Center Executive Director

**Summary:** Keeps the premises of the Wall Community Center in clean and orderly condition by performing the following duties.

**Qualifications:**

- Knowledge of cleaning methods, materials, and equipment.
- Follow oral and written instructions in the conduct of the job.
- Perform manual tasks requiring moderate physical strength, such as but not limited to: standing, walking, climbing ladders, climbing stairs, stooping, kneeling, crouching, crawling, pushing and pulling.
- Must be able to move and lift tables and chairs.
- Must be able to regularly lift and/or move 25 lbs. and occasionally move 50 lbs.

**Basic Function/Purpose:**

- Perform all custodial/maintenance functions of the Wall Community Center and Pennington County Satellite/Sheriff Office.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Clean light fixtures, wall, surfaces and trim as needed.
- Clean offices, meeting room, grand hall, hallways, entryways, restrooms, stairway and other work areas.
- Sweep, scrub and vacuum floors.
- Dust furniture and equipment.
- Wash windows, doors and sills.
- Empty garbage cans throughout the building
- Transport trash to waste disposal area.
- Keep all areas of facilities clean and ready for events.
- Set up and teardown events; set up/teardown tables and chairs.
- Notify Executive Director of equipment and structural items needing repair or replacement with in the facilities.
- Notify the Executive Director of supplies that need ordered for the facility.
- Keep sidewalks clear of dirt.

**Evaluation:**

- Performance of this position will be evaluated by the Mayor, Executive Director, and Chamber President on an ongoing basis and will include an annual written evaluation.

**Terms of Employment:**

- Twelve (12) month work year. Part-time basis, hourly wage.
- Hours are not to exceed 10 hours per week without approval.
- Hours are flexible and may vary.
- Starting pay is \$20 per hour depending on experience, plus opportunities for increase.

Name \_\_\_\_\_

Date \_\_\_\_\_