



Facilities Level 1

Job Description

Effective Date: 9/28/2023

Revision: A

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Reports to:

Facilities Manager

Schedule:

Part Time – Flexible Schedule, Evening and Weekend Requirements

Primary Responsibilities: To perform various functions that ensure the HAC building, pools, and grounds environments are kept safe, clean, sanitary, and ready for use by HAC team members and guest. The major duties, tasks, and responsibilities that define this role are provided in the specific responsibilities below.

Specific Responsibilities:

1. Follow the cleaning schedules that are set up by the supervisor/manager.
2. Items include, but are not limited to, cleaning of windows, mopping floors, dusting, sweeping, cleaning restrooms, emptying trash containers, collecting, washing, and drying laundry.
3. Put up signs to signal wet floors during cleaning or to show any other form of safety situation in the surroundings.
4. Re-stock materials such as toilet paper, hand towels and soap.
5. Carry out extra cleaning duties as instructed by supervisors.
6. Make sure assigned cleaning tasks are executed in a timely and orderly manner that meets or exceeds HAC standards.
7. Work as part of a team to execute cleaning duties and to make sure that standards of neatness and cleanliness are maintained.
8. Report all required repairs (to the manager/supervisor) which have been noticed while carrying out duties.
9. If/when a hazardous material problem is discovered, inform the appropriate authorities (manager or operations supervisor) to handle the situation.
10. Use appropriate cleaning products and equipment needed for disinfecting and sanitizing the entire building according to the HAC standards.
11. Complete the proper cleaning logs and records that show areas of the building that have been cleaned.
12. Show commitment to the overall core values, goals, objectives of the Holland Aquatic Center.
13. Identify facility needs and assist staff and guests in all areas of the facility, as needed.

Essential Qualifications:

- High School Diploma or GED
- Familiarity and a good knowledge of cleaning techniques and procedures.
- Ability to demonstrate mature judgment and reliable and ethical behavior.
- Ability to have a positive impact on all team assignments and efforts.
- Proven ability to project a positive attitude, manner, and appearance.

- Ability to demonstrate acceptable punctuality and attendance.
- Must have good interpersonal and communication skills to be able to get along with fellow staff members and customers.
- Must be proactive when it comes to carrying out duties as assigned.
- Must be trustworthy as you will come into contact with other's belongings.
- Must be courteous, always.
- Must be able to work with little or no supervision.
- Must be self-motivated, diligent, have a great work ethic and take pride in your work.
- Ability to work at heights above eight feet and work in an aquatic atmosphere. The ability to swim is preferred.
- The ability to comply with HAC policies and procedures.
- CPR and First Aid Certification or ability to achieve certification within 60 days of hire.

Preferred Qualifications:

- Experience performing electrical and/or plumbing and/or HVAC. Will train in areas of less experience.
- Technical Education/Training
- Proven custodial experience in a commercial/institutional facility.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This includes, but is not limited to, repeatedly ascending/descending stairs, positioning and use of a ladder for work over 8 feet high, repeated lateral movement (mopping, sweeping), and use of routine custodial/maintenance equipment/machinery. Ability to perform substantial moving and lifting.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job may also require solitary work around potentially hazardous chemicals and venues.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.