

## Job Description for Facility Maintenance/Janitor

- Coordinating Use of Facilities (Facilities include all buildings at the Town Center; Bldg A (Library Building), Building B (Office Building), Building C (Conference Room or Council Chambers), Building D (Pool Building), Garage and Bowery).
  - Scheduling free and paying customers to use the facilities.
  - Collecting appropriate paperwork, rental contracts and fees.
  - If needed set up and prepare for customer use.
  - Checking in all customers with appropriate paperwork, including documenting repair items prior to use.
  - Checking out all customers, including completion of exit form documenting damage to facility due to customer use and determine return of deposit.
  - Determine cleanliness of facility prior to customer leaving. If not cleaned, clean facility and determine amount of deposit used to complete cleaning.
  - Stocking facility prior and after all use.
  - Become familiar with entertainment/communication equipment.
  - Make sure all entertainment/communication equipment is stored properly and locked up.
  - Making sure facility is clear of any safety issues for customer, ie., snow, items in hallways, proper lighting, etc.
  - Locking & securing facility after customer use, including nights and weekends.
  - Advertise specific events on the city marquee.
  
- Maintenance of Facility
  - Weekly walk through of facility to determine maintenance needs.
  - Minor maintenance of inside and outside of facilities, including but not limited to changing light bulbs, patching holes in walls, plunging toilets, etc.
  - Snow blowing walkways around all buildings (3 or 4 buildings, determined by building being open for customers). Must be done prior to open of business and/or prior to customer use.
  - Salting slick areas of walkways.
  - Mowing and maintaining lawns and landscaping of Facilities, including park(s); including fertilization, weed control, planting flowers, etc.
  - Sprinkler system repair.
  - Snow blowing/clearing snow from the ice rink.
  - Hanging Christmas lights.
  - Oversee maintenance on snow blower, lawn mower, weed eater and other small equipment.
  - Discuss major maintenance/safety issues with Employee Director to determine remedy.
  
- Cleaning Facility
  - Weekly walk through of Facility to determine cleaning needs. This is in addition to making sure Facility is clean after each customer use.

- Cleaning where needed, hallways, restrooms, meeting rooms, conference rooms, Kitchen areas, garage, etc.
  - Clean Bowery and park restroom.
  - Clean restrooms on the beach.
  - Clean/pick up trash around facilities.
  - Coordinate locking park gate each night and unlocking gate each morning.
- Marketing Facility
    - Effective, Strategic marketing of the facility through the website, brochures, flyers, banners, signs, radio, meeting with Chamber of Commerce, etc.

Other duties as assigned by Mayor or Employee Director.

Applicant must be willing to work and/or be on call weekends, nights and holidays.