

<b>Job Title:</b>	Facilities Laborer	<b>Department:</b>	Facilities
<b>FLSA:</b>	Non-exempt	<b>Status:</b>	Full-time
<b>Reports To:</b>	Facilities Supervisor	<b>Pay Grade:</b>	5
<b>Benefits:</b>	Eligible upon 90 days – PTO/Holidays/Health/Optical/Dental/Life		
<b>Retirement:</b>	Eligible after one year and 1,000 hours of employment		

### **SUMMARY:**

Cleans and maintains public areas of hotel. Removes trash, cleans hallways, stairs and elevators. Cleans all restrooms, carpets and upholstery. The Facilities Laborer will responsible for the upkeep and appearance of outdoor areas at the KwaTaqNuk property. The work is labor-intensive and requires the use of a variety of hand or power tools and equipment.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Answer radio calls from staff when contacted. A radio will be required to be on this person at all times during shift
- Maintain a teamwork attitude
- Clean parking lot of all trash and debris
- Clean all flower beds in spring and fall
- Planting of all flowers and some trees as needed
- Knowledge of sprinkler system
- Knowledge of all lawn equipment and how to maintain them
- Communicates potential problems with Maintenance Supervisor
- Periodic specific cleaning projects
- Assist with delivery and organization of supplies
- Assists any persons in building or grounds needing direction or Resort information
- Ensure compliance with established rules and regulations. Assist in the recommendation, development and implementation of improvements to systems and procedures
- Keep main entrance vacuumed and free of liter. This includes bird droppings on all surfaces. Clean bugs from interior and exterior lights
- Room checks and assist with rekeying doors, and assist with room repairs
- Wash windows, both inside and out of the resort
- Would respond to any emergency situation at the property while on duty. Communicates potential problems with Maintenance Supervisor
- Other duties as assigned

### **EDUCATION and/or EXPERIENCE:**

- Minimum of six months of lawn or maintenance experience.
- Must possess a valid driver's license and be insurable under the company's insurance policy.

### **SPECIAL QUALIFICATIONS:**

- Knowledge of sprinkler system
- Maintain a teamwork attitude
- Ability to effectively communicate
- Must be self-motivated and able to work unsupervised
- Must be trustworthy
- Operate drills, electric screwdrivers and other machinery as needed
- Operate extractors, buffers, vacuums, and power washers
- Problem solving and decision making
- Skill in dealing courteously with the public
- Skill in identifying work needed and acting accordingly.
- Skill in observing situations and decision making

- This individual will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

- Ability to work flexible hours/shifts including evenings, weekends and holidays required.
- Able to carry back pack vacuum cleaners while vacuuming stairs, upholstery and guest rooms.
- Able to move extensive periods while repairing and cleaning.
- Able to stand for long periods of time.
- Able to walk extensive periods while cleaning and inspecting the premises this is not limited to just these activities.
- Bending, stretching and kneeling for long periods of time.
- Climbing ladders and walking on wet floors.
- Must be able to lift up to 75 pounds, if something weighs more than 75 pounds following proper lifting procedure and get help to move or lift.
- This position will require physical activity both inside and outside of the resort.
- Walking on wet or slippery floors.
- Hazards include, but are not limited to, cuts from broken glass, slipping and tripping.

**SUPERVISION EXERCISED:**

- None

**CERTIFICATES/LICENSES & REGULATIONS:**

- Must possess a valid driver's license and be insurable under the company's insurance policy.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements.

By signing this document, I certify that I meet all the physical requirements for this job without limitation.

\_\_\_\_\_  
Employee Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative

\_\_\_\_\_  
Date