

Job Title: Facilities Laborer **Department:** 6421
FLSA: Non-exempt **Status:** Full-time
Reports To: Facilities Supervisor **Pay Grade:** 5
Benefits: Eligible upon 90 days – PTO/Holidays/Health/Vision/Dental/Life
Retirement: Eligible to enroll on the first day of hire

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 always be required to be on this person during shift
- Ensure compliance with established rules and regulations.
- Daily 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
- Cut, trim grass as needed
- Knowledge of all lawn equipment and how to maintain them
- Keep main entrance vacuumed and free of litter & debris, including bird droppings on all surfaces.
- Clean insects from interior and exterior lights
- Wash windows, both inside and out of the resort
- Clean outside garbage cans, using odor spray and relined with clean trash bags
- Take all garbage outside and place in compactor
- Room checks and assist with rekeying doors, and assist with room repairs
- Snow removal with hand tools or machinery
- Assist with delivery and organization of supplies
- Assists any persons in building or grounds needing direction or Resort information
- Will respond to any emergency at the property while on duty
- Communicates potential problems with Maintenance Supervisor
- Periodic specific cleaning projects
- Other duties as assigned

SUPERVISOR EXERCISED:

- None

EDUCATION and/or EXPERIENCE:

- Minimum of six (6) months of lawn or maintenance experience

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of lawn sprinkler system
- Ability to effectively communicate
- Operate drills, electric screwdrivers and other machinery as needed
- Ability to properly use ladders, scaffolding and power lifts
- Operate extractors, buffers, vacuums, and power washers
- Problem solving and decision making

- Skill in identifying work needed and acting accordingly.
- Skill in observing situations and decision making
- Skill in dealing courteously with the public
- Must be self-motivated and able to work unsupervised
- Must be trustworthy
- Maintain a teamwork attitude

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- This position will require physical activity both inside, outside of the resort and in inclement weather conditions
- Able to carry backpack vacuum cleaners while vacuuming stairs, upholstery and guest rooms.
- Able to move extensive periods while cleaning and repairing
- 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
- Must be able to lift to 75 pounds, if something weighs more than 75 pounds following proper lifting procedure and get help to move or lift
- Walking on wet or slippery floors.
- Hazards include, but are not limited to, cuts from broken glass, slipping and tripping
- Ability to work flexible hours/shifts including evenings, weekends and holidays required

CERTIFICATES/LICENSES & REGULATIONS:

- Required to watch Customer Service video annually
- Required to watch Sexual Harassment video annually
- Preferred valid Montana driver's license and be insurable under the company's insurance policy
- 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
- It is always the responsibility of the employee to have all documents current and valid

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 & Sign

Date

HR Representative

Date