

## Facility Maintenance Worker

**Oversight: Clerk-Treasurer**

**Position Classification: Light Maintenance**

### **General Nature of Responsibilities:**

- ❖ Performs housekeeping duties at the Village Hall.

### **Skills, Knowledge and Abilities:**

- ❖ General knowledge regarding use, care and handling of various cleaning supplies.
- ❖ General knowledge of cleaning and maintaining a general office environment, restrooms and other meeting facilities.

### **Examples of Job Duties:**

- ❖ Performs housekeeping duties at the Village Hall and maintains the general premises in a clean and tidy appearance.
- ❖ Purchase and maintain adequate cleaning supplies and restroom supplies.
- ❖ Remove trash for pickup, carpet vacuuming, dusting furniture, moping tile floors, removing light debris, cleaning windows.
- ❖ Performs other housekeeping and cleaning duties as requested.

### **Physical Demands of Position:**

- ❖ Standing, walking, climbing and stooping.
- ❖ Bending, twisting and reaching.
- ❖ Lifting and carrying: 20 pounds or less.
- ❖ Dependable and consistent work habits.

### **Environmental / Working Conditions:**

- ❖ Indoors working environment.

### **Equipment Used:**

- ❖ Vacuum, mops, mop pails, sprayers and other cleaning implements or tools.

### **Experience:**

- ❖ Previous housekeeping experience desired.