

SMG
Job Description

Job Title: Operations Staff- Facilities Aide

Department: Operations

Reports To: Operations Manager

FLSA Status: Non-Exempt

Summary:

Under immediate supervision, performs a variety of unskilled manual labor tasks. The Facilities Aide reports directly to the Operations supervisor.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- This position involves the cleaning and maintenance of the facilities public areas and surrounding grounds.
- Work involves no supervisory responsibilities.
- Employee receives moderate supervision and works a flexible schedule, including third shift hours.
- Work requires a moderate level of cleaning experience. Has contact with general public and clients.
- Sweep, mop, wax buff, vacuum, and clean floors in all facilities.
- Move tables and chairs.
- Snow removal and maintenance of the facilities grounds.
- Operate equipment (vacuum cleaner, trash compactor, floor scrubber).
- Collect and dispose of trash and waste paper from receptacles.
- Maintain sanitary restrooms and fixtures, wash windows, elevators, walls, and ceilings.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- 1 year experience in cleaning and custodial work required.
- A background in hotel or industrial cleaning preferred.
- High School Diploma or equivalent desired.

Skills and Abilities

- Good oral communication skills and the ability to read, write and communicate effectively in English.
- Excellent hospitality and customer service skills, service standards, guest relations and etiquette.
- Must be self-motivated, outgoing and able to work in fast paced environment.
- Mature judgment and professionalism in handling all matters

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

- Lift and carry up to 50-75 pounds at a time, perform various activities such as constant standing, walking, frequent bending, reaching, kneeling and squatting
- Ability to work in a noisy environment

Hours of Work

- Flexible part-time schedule including some long shifts, nights, weekends and holidays.

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NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.