



## JOB DESCRIPTION

[www.bgcbloomington.org](http://www.bgcbloomington.org) #812.332.5311

### **Crestmont Facility Manager**

WORKING HOURS: M-F, 25-30 hours per week (additional hours as needed)

Compensation: \$13/hr

VACATION/SICK DAYS: Unpaid days off

HOLIDAYS: unpaid holidays

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

DATES: August 10, 2020

JOB DESCRIPTION: Individual is responsible for facility cleaning and sanitation. Responsibilities include- removing debris, and keeping areas neat and tidy. Vacuums and cleans floors, empties trash receptacles, and replaces lining of trash cans. Sanitizes and cleans restrooms. Maintain an updated list of cleaning items stocked and reports needs to the Unit Director in a timely manner in order to keep those materials on hand. Maintain a safe and clean environment for staff, members, and visitors. Ensure proper cleanliness of vehicles including sweeping, cleaning, and sanitizing.

#### SKILLS/KNOWLEDGE REQUIREMENTS:

1. Previous janitorial experience required.
2. Demonstrates a high degree of initiative, self-direction and creativity.
3. Able to take direction.
4. Exhibits professionalism.
5. Maintains excellent working relationships with staff, volunteers and the public.
6. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

#### ESSENTIAL JOB FUNCTIONS:

##### Facility Maintenance Functions:

1. Sweep and mop floors.
2. Clean buildings by emptying trash, sweeping, and cleaning surfaces.
3. Clean and disinfect member equipment.
4. Clean and service restrooms with mops and disinfectants.
5. Use cleaning solutions to remove stains and clean surfaces.
6. Mix various cleaning agents as safe and appropriate.
7. Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
8. Dust furniture and scrub surfaces clean.
9. Identify and report possible repairs.
10. Shovel snow from sidewalks and sprinkle salt on the surface as necessary.

11. Keep inventory of facility maintenance and cleaning supplies—make orders when necessary
12. Report to the Unit Director.
13. Assume other duties as assigned.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to work in a professional environment and positively represent organization under various levels of stress.
3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for accurate reading, typing, filing and use of computer screens.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
7. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
8. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
9. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

**Send Resume to:**

**Jeigh Hockersmith - Unit Director**

**Boys & Girls Clubs of Bloomington Ferguson Crestmont Club**

**1111 W. 12th St., Bloomington, IN 47404**

**[jhockersmith@bgcbloomington.org](mailto:jhockersmith@bgcbloomington.org)**