Job Description

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Title: Facility Maintenance/Cleaner

Salary: Hourly pay adjustments determined on an annual basis by

the Beulah Park District Board.

Hourly based on experience

Hourly based on a 32-40 hour work week

Hourly rate will be discussed during interview.

Benefits: Excellent benefits package that includes health, retirement,

vacation/sick leave. Employee + qualifying family members

receive a free membership to the Energy Wellness Center and

discount at Beulah Bay Campground.

Supervisor: Beulah Park District-Director

Job Summary

Position will be responsible to manage the day-to-day cleaning at the Energy Wellness Center and light maintenance. Seasonal cleaning incudes Beulah Bay Campground, Riverside Park and at Wolf Softball Complex all owned by the Beulah Park District.

Job Duties and Tasks

The following statements are intended to describe the general nature and level of work to be performed by the individual within the classification. They are not to be considered an exhaustive or all-inclusive listing of the position’s duties and tasks, as they may change or be adjusted, as situations require.

Essential Functions

* Responsible for cleaning and stocking designated areas throughout the Energy Wellness Center, this includes but is not limited to mopping, sweeping, vacuuming, dusting, wiping surfaces down and cleaning windows.
* Participate in weekly staff meetings and related activities that relate to the facility maintenance/cleaner position.
* Perform maintenance repairs around the Energy Wellness Center.
* Perform maintenance as schedule on the weight and cardio equipment
* Maintains buildings and facilities in a clean, safe and sanitary manner.
* Communicate effectively with proper subordinates and maintains positive working relationships with other employees and the public.
* Represents Beulah Park District in a positive manner.

Qualifications

* Cleaning experience preferred
* Valid driver’s license
* Current cortication in CPR/First Aid and AED within 6 months of employment.
* Pass a background test

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving parts and vibrations. The employee is occasionally exposed to a variety of extreme weather conditions.

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. Ability to lift 30-40 pounds alone or heavier with other employee’s assistance.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change.

Please submit and cover letter and resume too:

Beulah Park District

% Sonja Dutchuk

1900 Central Ave North

Beulah, ND 58523

Or email too: sdutchukbpd@westriv.com