



Maintenance Team Member Job Description

Summary: Responsible for assisting the Director of Maintenance with the upkeep of the building and grounds wherever needed and serving all residents as appropriate.

Qualifications:

- High school graduate or equivalent
- Experience in minor repair work is preferred
- Interest in meeting the safety needs of the resident and employees of St. Monica's
- Physical and emotional capacity, education and experience to respond to the needs of the resident
- Physical demands such as; standing, walking, sitting, bending, climbing stairs, hearing, seeing, kneeling, lifting up to 75 pounds
- Ability to effectively communicate with confidence, clarity, precision, and professionalism
- Must be at least 18 years of age

Duties and Responsibilities:

- Maintain building and repair machines as necessary
- Maintain grounds, including outside yard work such snow removal, trimming and weed control treatment
- Clean and wash windows
- Clean public restrooms if required
- Perform basic cleaning, vacuuming, floor care, shampooing carpets, wash and buff floors
- Perform minor repair work as necessary
- Perform painting tasks and move furniture as needed
- Help maintain a pleasant and cheerful, home-like environment
- Participate on committees as necessary
- Attend mandatory facility training
- Complete required training according to state and federal regulations
- Ability to work evenings and weekends as scheduled
- Be available for on-call emergency service as required by schedule
- Perform other duties as assigned

Employee Signature _____ Date _____

St. Monica's Representative _____ Date _____