

JOB TITLE: CIVIC CENTER CARETAKER (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Civic Center Manager.

JOB SUMMARY: Responsible for making the Civic Center Facility accessible to the public and community organizations, and securing the same before and after meetings; assist in the operation and maintenance of buildings and grounds; may assume duties of Civic Center Manager during his/her absence; performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for coordinating and unlocking/locking doors before and after early morning and evening weekday meetings as well as weekend meetings; supervises activities in building on weekday evenings and on weekends; provides assistance to groups and organizations meeting in the building; assists with the setup of chairs and tables, and other equipment that may be needed/used by a group; inspects equipment to be used to insure it is safe and in proper working condition.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Performs maintenance to buildings and grounds, custodial care, and snow removal work as directed. Maintains and monitors security both inside and outside of building and calls the proper authorities, if necessary.

SKILLS/ABILITIES: Good oral and written skills to effectively communicate with the public; some knowledge and ability to perform repairs to plumbing, electrical, structural facilities and equipment; some knowledge of proper planting and care of lawns, plants, flowers and shrubs; ability to work under adverse weather conditions; ability to lift 50 lb. bags of seed or fertilizer; ability to move and carry furniture (e.g. tables and chairs); ability to operate moderately heavy equipment such as floor polishers; ability to carry, push or pull a variety of tools and equipment (e.g. carpet sweeper, vacuum cleaners, walking mower, weed trimmer) and materials; ability to climb ladders and work in a stooped, kneeled or crouched position; ability to climb up onto and down from, and to operate a riding mower; ability to maintain records; ability to work during any meetings scheduled between 5:00 p.m. and 11:00 p.m. each weekday and for any meetings on weekends.

TRAINING AND EXPERIENCE: Must be at least Eighteen (18) years of age. Six months experience in janitorial work, preferred or any combination of equivalent education and experience.

HOURS OF WORK: The number of hours worked during a seven-(7) day work week will vary, depending upon the number and time of evening and weekend meetings. The Caretaker shall be available during any meetings scheduled between 5:00 p.m. and 11:00 p.m. each weekday and for any meetings on weekends. If no meetings are scheduled during these time periods, the Caretaker will not be scheduled to work. The Manager will prepare the schedule for the Caretaker and advise him/her of the schedule in a timely manner.

COMPENSATION: Provided the hours worked by the Caretaker do not exceed ten (10) hours per week, and the Caretaker is residing in the apartment, compensation for said time shall be paid in the form of free rent for the apartment provided the Caretaker. All hours in excess of ten (10) hours per week shall be compensated for on an hourly wage basis. The Caretaker position is part-time and therefore no additional benefits are provided.

SPECIAL REQUIREMENTS: The Caretaker may reside in the apartment located within the Civic Center. No more than two (2) people will be allowed to reside in the apartment. No other rooms in the Civic Center shall be used by the Caretaker for their own personal use. The Caretaker will be allowed one week off during the year, without pay, without having to compensate the Civic Center for use of the apartment. Should more than one week off be necessary, at the discretion of the Civic Center Commission and Civic Center Manager, the Caretaker may be required to reimburse the

Civic Center for rent of the apartment equal to ten (10) hours times the established wage for however long the Caretaker is gone.

Updated 11/2017