



Job Description

TITLE:	Operations Team Member
CLASSIFICATION:	Non-Exempt, Full Time
PAYRATE:	\$10.00-\$13.00
REPORTS TO:	Executive Director
SUPERVISES:	N/A

Purpose of position: To maintain the grounds and perform basic manual labor both inside and outside throughout the property.

Essential Functions: (must be able to perform these functions, with or without a reasonable accommodation).

- Performs maintenance and janitorial task as necessary to maintain the facility's physical appearance.
- Performs basic landscaping and grass maintenance task.
- Move and set up tables and other furniture necessary for each individual event
- Ability to work rental events and annual Fair
- Uses hand and power tools to build and repair fixtures
- Regular attendance is required as outlined in The Company's attendance policy.
- Acts as a positive role model in all aspects of professional performance.
- Observes safety procedures and personnel policies.

Skills, knowledge and abilities: (these are required to enable job holder to perform the essential functions of the job).

- Must be able to use a variety of power tools, safely.
- Ability to handle multiple tasks effectively.
- Ability to work under pressure and to prioritize towards assigned goals and tasks.
- Must be able to lift and carry up to 50 lbs. regularly and over 50 lbs. with assistance occasionally.
- Must have the physical capabilities to walk and stand most of the day.
- Must be able to push, pull, reach overhead and squat regularly.
- Must be able to drive a motor vehicle.
- Must be able to maintain an effective working relationship with, and among employees.
- Must be able to use hands, fingers and wrists, repetitively.
- Must be able to report weekly status reports

Marginal Functions: (Duties that are likely to be assigned to this person, unless he/she proves unable to perform them after receiving training and/or accommodations that the company judges appropriate).

- All other duties as assigned.

Experience and Education Requirements:

High School Diploma or GED preferred but not required. Prior experience in similar position a plus.

Work conditions:

Work inside building and outside, occasionally in inclement weather. Hours are variable depending on season.