

**Lakeside Legacy Foundation  
Job Description**

**TITLE:** Maintenance Associate

**REPORTS TO:** Building & Grounds Manager

**FLSA CLASSIFICATION:** Part Time

**HOURS PER WEEK:** 20 hours, additional hours as approved

**POSITION OVERVIEW:** The Maintenance Associate is responsible for providing maintenance before, during and after events, maintaining the Lakeside Legacy property (inside and out) and, performing minor repairs in and around the building.

**EXPERIENCE / EDUCATION:**

Janitorial and/or maintenance background

**ESSENTIAL DUTIES RESPONSIBILITIES:**

- Be onsite before, during and after events, to assist with setting up, cleaning, assistance during event as directed by staff working event and staying after event for proper clean up and lock up of building.
- Responsible for the proper lock up of the building at end of shift/event.
- Empty garbage cans and replace garbage bags.
- Pick up garbage in the building and on the grounds.
- Grounds maintenance, planting, weeding, mulching, moving dirt, etc.
- Sweep and mop floors.
- Replace light bulbs inside the facility and out.
- Prepare maintenance/supply needs list.
- Clean and maintain kitchens-Main & Garden Levels.
- Bathrooms-Garden Level, 1<sup>st</sup> Floor, 2<sup>nd</sup> Floor, 3<sup>rd</sup> Floor
- Sweep and mop staircases.
- Vacuum carpeting on Garden Level, 2<sup>nd</sup> Floor, 3<sup>rd</sup> Floor and areas rugs throughout building
- Clean interior windows including windowsills throughout building.
- Polish furniture in lobby, hallway and mansion.
- Routinely lifting less than 25 pounds.
- Occasionally lifting greater than 25 pounds.
- Standing, walking, climbing, getting up and down from floor.
- Valid driver's license and auto insurance to leave premises and drive to purchase supplies and drive golf carts.
- Other duties as assigned by the Building & Grounds Manager or Executive Director.

**SKILLS:**

- Knowledge of maintaining and repairing building/grounds
- Very detailed orientated
- Self-Starter, able to complete tasks with little to no oversight
- Strong communication skills
- Complete daily, weekly and/or monthly tasks by requested timeline
- Resourceful in finding solutions to obstacles that may arise to complete requested tasks.
- Use self-starter skills to complete job that may arise during the work day i.e. Start and complete tasks without prompting.

Can you perform the essential functions of this job? (circle one)      Yes    No

Signature: