

CITY OF COQUILLE

JOB DESCRIPTION

POSITION : COMMUNITY BUILDING CARE TAKER

RESPONSIBLE TO : Public Works Director

SALARY : \$11.00 / HOURLY / NO BENEFITS

CLASSIFICATION : Contractual, Part –Time (80 hours maximum)

LOCATION : Coquille Community Building
Coquille, OR

INTRODUCTION

This position performs general care taking and support services in the operation of the Coquille Community Building. Performs cleaning, minor repairs, and minor maintenance functions at the Coquille Community Building.

MAJOR DUTIES AND RESPONSIBILITIES :

- Provides daily cleaning duties to include soft and hard surfaces, restrooms, office spaces, and all porches and sidewalks.
- Completes minor repairs not requiring a licensed contractor.
- Provides cleaning of auditoriums and kitchen areas on a routine basis.
- Provides recommendations of any additional intense cleaning requirements.
- Performs set up and tear down of all meetings, activities or special events within the Coquille Community Building including chairs, tables, podiums, etc.
- Performs clean-up as required after said events.
- Ensures building entrances are open at assigned times for citizen activities and secures building at the conclusion of events/activities
- Reviews areas after rental use for determination of security deposit refund
- Interact positively in a strong customer service environment and respond to inquiries and complaints from customers; and provide information as appropriate.
- Make initial contact with 911 emergency when necessary, remain calm, give and receive accurate information.
- Monitors the CCB and surrounding property for disturbances and contacts proper authorities when necessary
- Put up flags
- Open and close CCB/lock and unlock
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Cleaning products and methods of maintaining and cleaning hard and soft surfaces.
- Security procedures and emergency protocol.
- Hand tools and small power tools for minor repairs

ABILITY TO:

- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Work courteously and tactfully with citizens and other employees.
- Identify maintenance and cleaning issues.
- Conduct preventive maintenance work as required.

EDUCATION AND EXPERIENCE:

Must be mature and reliable. Any combination of experience and training that would provide the required knowledge and abilities.

WORKING CONDITIONS:

The position requires the individual to reside on-site

ENVIRONMENT:

Mainly an indoor environment, with some clearing of porches and sidewalks required, in and around cleaning supplies and cleaning equipment; noise associated with cleaning machines as well as children, crowds, and other distractions.

PHYSICAL ABILITIES:

Speaking on the telephone or in person to exchange information; seeing and hearing to conduct work. Must be able to occasionally lift 50 pound equipment, containers and furniture;

HAZARDS:

Exposure to cleaning chemicals and paint.