

Green Lake Conference Center
Job Description

Position: General Maintenance Worker

Reports to: Director of Maintenance

Job Class: Part time, hourly non-exempt

Specific responsibilities

- Lawn mowing – both riding and walk behind machines
- Lawn edging and weed whipping
- Leaf collection and removal
- Recycle and refuse collection
- Tree and brush removal
- Split and stack firewood
- Snow removal – blower and shovel
- Clean and maintain equipment daily including oil changes and minor repairs
- Other tasks as assigned by the Director of Maintenance

Qualifications/Specific Skills

- HS diploma or GED required
- Ability to work outdoors for extended period and in inclement weather
- Ability to walk or stand for extended periods
- Ability to work with limited direct supervision
- Ability to lift up to 100 lbs. with assistance on occasion and 50 lbs. frequently without assistance
- Ability to walk or operate machinery on uneven terrain
- Ability to operate multiple types of vehicles and power equipment
- Flexible schedule to include evenings and Saturdays as needed

Core responsibilities of every staff member

- Effective performance of work assigned and the maximum effort in carrying out our common objective
- Be a strong team player with a positive attitude that cooperates with others internally and externally to better accomplish the mission
- Accept leadership and self-discipline as vital to consistent group effort
- Contribute thought, interest, and suggestions for the better performance of work and the improvement of staff relations