



JOB DESCRIPTION: MAINTENANCE & BEAUTIFICATION WORKER

POSITION OVERVIEW

Under the direction of the Executive Director (ED), and reporting to the Maintenance & Beautification Coordinator (MBC), this staff member will perform general maintenance, cleanliness, and beautification duties; duties include graffiti removal, litter control and sidewalk cleanliness, snow clearing, gardening, and setup for special events and initiatives.

The selected individual will be expected to have an excellent attitude, and maintain positive community relations with local businesses and other community members; they will recommend new maintenance and beautification related initiatives and process improvements, assist with office and storage area organization and cleanliness, provide status reports to the MBC, and other duties that may be assigned from time-to-time.

REPORTING

The Maintenance & Beautification Worker works closely with, and reports to the MBC, under the direction of the ED. In the absence of the MBC they will communicate directly with the ED.

REQUIREMENTS

- Must be physically fit, able and willing to work outdoors, and in inclement weather;
- Must be willing to work a flexible schedule, including early shifts, evenings and weekends as necessary;
- Must be able to take direction and work effectively both unsupervised and within a team environment;
- Must be punctual, organized and able to manage time efficiently;
- Must have a positive attitude and a commitment to professional customer service;
- Experience in general outdoor maintenance will be considered an asset.