



JOB DESCRIPTION

Date: June 13, 2022
Position/Title: Facilities Associate
Reports To: Facilities Supervisor
Has Reporting To: N/A
Employment Status: Full-time
FLSA Status: Non-Exempt
Hourly Requirements: 40 hrs. per week – Tuesday through Friday 10 am- 6 pm
Saturday 8 am – 4 pm Additional or flexing hours maybe requested as per facilities usage demands.

Employment Relationship: Employment-at-Will Relationship

Position Summary:

This position is primarily a house keeping position and entails cleaning of rooms and public areas, setup of tables, chairs and equipment, observational skills in line with normal security requirements. It requires a person who is in good physical health and strength, is self-motivated and can work with minimal supervision, is able to make judgement decisions with consistency and integrity and communicate them to supervisor and/or the public.

Position Responsibilities:

- Clean rooms, bathrooms, floors, furniture, etc.
- Operate floor-cleaning equipment.
- Empty trash cans.
- Move and set up meeting equipment including but not limited to chairs, folding tables, easels, video and other meeting equipment.
- Periodically tour building in order to assure security of the facilities.
- Lock-up building at end of working hours when not followed by another facilities team member.

Position Requirements:

- **Physical Demands & Negotiated Accommodations:**

<u>ACTIVITY</u>	<u>REQUIREMENT</u>
Sitting:	Infrequently
Standing:	Must be able to remain on feet for the majority of hours.
Walking:	Required continuously.
Bending:	Required frequently.
Climbing:	Required to use ladder on occasions.
Reaching:	Required frequently.
Pushing/Pulling:	Required continuously.
Lifting:	Must be able to lift 70 lbs. – Required frequently.
Carrying:	Must be able to lift and carry 70 lbs. – Required frequently.
Balancing:	Must be able to work from ladders and on wet floors.
Rotation/Twisting:	Required Frequently.
Hand/Wrist Motion:	Frequently to use equipment, brooms, and mops.
Sight:	Continuously.
Hearing:	Continuously.
Speaking:	Occasionally
Environmental Conditions:	Must be able to handle chemical cleaners, soaps, solvents, etc.

Position Expectations:

LWCC expects all employees to work in accordance with the standards set forth in the LWCC Staff Handbook, and LWCC retains the sole right to exercise all managerial functions set forth therein.