GRANDVIEW ON THE LAKE HOA

Position Description

POSITION TITLE: General Laborer (Seasonal, Fulltime)
DEPARTMENT: Maintenance/Housekeeping
REPORTS TO: Designated Supervisor
SUPERVISES: No one
FLSA STATUS: Non-Exempt

Basic Function

Under general supervision performs a variety of basic maintenance duties to maintain and upkeep all of the Resort facilities to the highest standard.

Essential Duties and Responsibilities

1. Promote and maintain positive customer relations by providing first class customer service to all owners/guests.
2. Handling of maintenance requests from rental company, owners and guests. Assisting guests when requested. If possible, repair item; if not, report to Supervisor for replacement or repair.
3. Clean up and throw away garbage, in and around the premises.
4. Delivery and replacement of light bulbs and changing batteries in TV remote controls.
5. Maintaining rooms, hallways, office, etc., by vacuuming and sweeping.
6. Maintenance of exterior and interior painting.
7. Maintaining all company tools and vehicles in good working order.

Other Duties and Responsibilities

1. Assist with minor building repairs and maintenance.
2. Minor tile repair and replacement.
3. Weekly inspection, cleaning, and routine maintenance of facility.
4. Maintain orderly shop area.
5. Perform other duties as required.

Education and Experience

Any combination of education, training and experience that demonstrates the ability to perform the duties of the job.

Knowledge, Skills and Abilities

1. Knowledge of occupational hazards and of basic safety procedures and precautions.
2. Skill in operating small hand/power tools and equipment.
3. Ability to perform moderately strenuous physical activity.
4. Ability to work as a member of a crew.
5. Follow written and verbal instructions.
6. Ability to use computer software, specifically Excel, Word and Outlook.
7. Communicate effectively verbally and in writing.

Financial Responsibilities

None

External Contacts

Owners/guests, contractors and vendors.

Physical Requirements

Able to perform laborer functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; talk, hear, and smell. The employee is frequently required to walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally move and/or lift bulky equipment, up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.