

ERV Community Center Foundation

The logo features the text "ERV Community Center Foundation" in a serif font. Below the text is a stylized green graphic consisting of two curved lines that sweep upwards from the center, resembling a wave or a leaf.

The ERV Community Center Foundation (ERV) was formed to run and manage all aspects of the McLean Campus, tenants, and Gene Lucas Community Center (GLC). ERV is responsible for bringing services to enrich the local community by providing space, classes, and events on campus and through the GLC.

Position: Facility and Campus Maintenance

Reports to: Director of Operations

Summary: The Facility Maintenance position will support the Gene Lucas Community Center and grounds. Tasks such as general cleaning, custodial care, light maintenance, and landscaping will be done on a regular and as needed basis.

General Responsibilities:

- General cleaning of the Gene Lucas Community Center on a regular and/or as needed schedule.
- Keeping the grounds, parking lot, and walking trails free of garbage, weeds, and other hazards.
- Utilize equipment to maintain grounds including mowing.
- Provides support to the Director of Operations, including responding to custodial emergencies.
- General maintenance including arranging and setting up furniture, equipment, and related items, making minor repairs and adjustments to equipment and furniture, such as oiling doors, tightening screws and water filter replacement.
- Assists with facility security by locking doors, windows, notifying police of suspicious activity and reporting vandalism.
- Willingness to complete appropriate training as needed.
- Other duties as assigned.

Required Knowledge and Qualifications:

- Ability to read and write at a level appropriate to the duties of the position and follow verbal and written instructions to ensure safety
- Ability and knowledge to operate and care for custodial equipment and supplies properly.
- Ability to perform work involving regular physical activity including but not limited to moving up to 50 pounds, lifting, standing and sitting for extended periods of time
- Ability to establish and maintain cooperative work relationships
- Knowledge and ability to safely operate and maintain appropriate hand and powered

- equipment and tools, supplies and materials to perform assigned duties
- Knowledge, skills, and ability to effectively clean and maintain assigned areas including restrooms, all surfaces and materials, floors and stairs, ceilings, doors and windows, furniture and upholstery, and any other facilities or facilities components as assigned
 - Ability to transport equipment, materials, supplies in a safe and appropriate manner
 - Knowledge and understanding of the safe use, storage and transport of cleaning chemicals
 - Ability to understand classification and labeling of chemicals and interpret Safety Data Sheets (SDS) as appropriate
 - Ability to follow OSHA safety standards.
 - Ability to follow established policy and procedure
 - Ability to observe safety requirements and safe work practices and methods
 - Ability to accomplish assigned tasks independently or as part of a collaborative team
 - Ability to recognize and accommodate changing priorities; meet short- and long-term deadlines/goals; and complete routine tasks despite intermittent interruptions

Employment Requirements:

- Valid driver's license required, Proof of vehicle insurance, with minimum legal requirements
- Must have reliable source of independent transportation for use during work hours
- CPR, AED and First Aid Certification Required, training will be provided as needed
- Must pass criminal background check and physical

Compensation:

- \$16-\$19/hour depending on experience. The position is part time with the possibility to increase hours as needed. Hours will vary including working days, nights, and weekends.

How to Apply:

Interested candidates should send a cover letter and resume including at least three references, to info@glccenter.org. Please note "Facility and Campus Maintenance Position" in the subject line. No phone inquiries, please. Position open until filled.