

ERV Community Center Foundation

The logo for the ERV Community Center Foundation features the organization's name in a serif font. Below the text is a stylized green graphic consisting of two overlapping, curved lines that resemble a wave or a leaf.

Job Title:

Custodian/Maintenance Worker

Location:

Gene Lucas Community Center (GLC), ERV Community Center Foundation

Position Type:

20-30 hours/week based on need

Schedule: Varies

Typically, Mon-Fri, must be available to work weekends and nights as needed

Salary:

\$18-22 per hour - depending on experience

Benefits and Perks:

Paid sick time, holiday pay, and opportunities to attend community events including dinners and fundraisers

Application Deadline:

Open until filled, applications will be reviewed January 13, 2025

To Apply:

Email resume to hayley@glccenter.org

About Us:

The Gene Lucas Community Center (GLC) is a 28-acre facility committed to supporting the Eel River Valley community through art, education, health, and wellness. It includes a 23,000 square foot building, public trails, and wetlands/ponds. The ERV Community Center Foundation owns and operates the GLC.

JOB SUMMARY:

Under the supervision of the Operations Manager, the Custodian/Maintenance Worker is responsible for maintaining the cleanliness, safety, and overall upkeep of the Gene Lucas Community Center. This role includes daily custodial duties, minor facility repairs, outdoor maintenance, and event coordination tasks. The ideal candidate is a self-starter who can work

independently with minimal direction, able to identify tasks and prioritize accordingly. Experience with HVAC systems, commercial kitchen equipment, or landscaping/lawn care is a bonus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Facility Maintenance

Cleaning Duties:

- Clean and sanitize restrooms, including stocking supplies (e.g., toilet paper, soap).
- Clean windows and ensure a safe environment for the public, including children and pets.
- Maintain cleanliness of the commercial kitchen and its equipment.
- Sweep, mop, and vacuum floors in common areas and hallways.
- Empty garbage cans throughout the facility and replace liners.
- Wipe down surfaces, tables, counters, and chairs to maintain a tidy environment.

General Maintenance:

- Perform minor repairs and handle small projects, such as installing benches or equipment.
- Maintain HVAC systems, including filter changes and adherence to the maintenance schedule.
- Monitor and address any safety hazards within the facility and grounds.

Event Help

- Review the facility calendar to plan cleaning and maintenance tasks around scheduled events.
- Set up furniture and equipment for events and ensure clean-up afterward.

Outdoor and Grounds Maintenance

- Maintain parking lots, walking trails, and outdoor areas by removing garbage, weeds, and hazards.
- Stock and maintain doggy bag stations.
- Weed and upkeep of landscaped areas.

Inventory and Supply Management

- Order cleaning and maintenance supplies as needed and maintain inventory logs.
- Communicate supply needs and maintenance requests to the Operations Manager.
- Manage Safety Data Sheets (SDS) for facility.

Other Duties

- Works with Operations Manager to determine weekly schedule based on events.
 - Other duties as assigned by the operations manager.
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EDUCATION & EXPERIENCE:

- High school diploma or GED equivalent preferred.
 - At least 1 year of experience with custodial equipment and supplies.
 - Bonus for experience with HVAC, commercial kitchen equipment, landscaping, electrical, or handyman skills.
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LICENSES OR CERTIFICATES:

- Valid driver's license and proof of vehicle insurance.
 - CPR, AED, and First Aid certification (training provided).
 - Completion of a criminal background check, Live Scan fingerprinting, and physical examination required.
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JOB SKILLS & REQUIREMENTS:

- Ability to read and write to understand instructions and safety protocols.
 - Ability to perform physically demanding tasks (lifting up to 60 lbs, extended periods of standing).
 - Knowledge of the safe operation of hand and powered equipment.
 - Familiarity with chemical safety, Safety Data Sheets (SDS), and OSHA procedures.
 - Self-starter with the ability to work independently and proactively without direct supervision.
 - Reliable transportation is required.
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PERSONAL QUALITIES:

- Dependable and self-motivated, with the ability to identify and prioritize tasks.
 - Flexible and adaptable to changing duties and schedules.
 - Strong attention to detail in maintaining a clean and safe environment.
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PHYSICAL REQUIREMENTS:

- Ability to meet the physical demands of the job, including lifting heavy objects and extended standing.