



•SWIM & RECREATION CLUB•

**SAMENA CLUB  
Job Description**

**TITLE:** Facility Assistant

**FLSA:** Nonexempt

**DEPARTMENT:** Maintenance

**REPORTS TO:** Facility Director

**COMPENSATION:** \$13-\$16 per hour DOE

**HOURS:** **Overnight**-11pm-7am

**SUMMARY:**

As a Facility Assistant, you play a vital role on the Maintenance Team in the daily operations of the Samena Club. The Facility Assistant is responsible for performing consistent custodial and maintenance tasks utilizing Samena Club's established schedules and procedures. Assists the Facilities Director in maintaining the day-to-day maintenance of the physical plant and its operating systems, including electrical, mechanical, plumbing, HVAC, water chemistry and purification. The Facility Assistant participates actively in the customer experience by providing responsive service that supports the Club, programs, staff and members. Effective interaction and communication with members, guests and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Clean club facilities in accordance with established schedule and procedures
- Perform regular checks of mechanical systems to ensure proper operation
- Clean and service consumable material dispensers as required
- Ability to work an assigned schedule and fill in for other staff when required
- Be available to assist with emergency work when necessary
- Practice safe maintenance techniques while developing a clear understanding of all operational equipment, machinery, tools, routines and procedures
- Maintain clear communication with supervisor and maintenance team through written and verbal means
- Launder workout towels, lost and found items, and other items as needed
- Perform routine and emergency repairs as required
- Monitor swimming pool chemicals and maintain pool logs
- Check facility calendar for meetings and functions, perform set-up, clean-up and monitor functions to ensure safe and sanitary usage of facility
- Safely use chemicals for cleaning and water sanitation



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**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to meet all required deadlines and perform each essential function at a competent level. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**GUIDELINES FOR EDUCATION AND EXPERIENCE:**

- 1-5 years' experience in facility or janitorial position preferred
- General knowledge of custodial and maintenance practices
- Ability to able to lift 50 pounds
- Ability to initiate and create friendly relationships with members, guests and staff
- Ability to remain flexible in order to adapt to changing work environments
- Must be able work independently with the ability to take initiative, ownership and prioritize tasks
- Proactively exhibit a professional, friendly and polite appearance at all times
- Must have a reliable form of transportation
- Must obtain First Aid and CPR certifications within the first 6 weeks of hire

*The above position description is not intended to describe in detail the multitude of tasks that may be assigned but rather to give the incumbent a general sense of the responsibilities and expectations of his/her position. As the nature of the business/organizational demands change, so, too, may the essential functions of this position.*