



Job Title:	Building Attendant	Job Category:	Full Time or Part Time
FLSA Status:	Non-Exempt/Hourly	Position Type:	Year Round
Reports To:	BASE Operations Manager	Supervises:	N/A
Salary	TBD		
Expected Schedule: (to be reviewed quarterly)	Flexible with scheduling and available to work operational hours of BASE, which may include days, evenings, and weekends.		
Responsibilities	<p>Including but not limited to:</p> <p>Maintains the overall cleanliness of BASE.</p> <p>Manage turn of room changes based upon programs and classes being offered.</p> <p>Continually inspects facility to ensure proactive/preventative maintenance and inspects the facility for safety and cleanliness. Keeps documented records of findings for Operations Manager.</p> <p>Ensures Quality Control of Outsourced Weekly Deep clean.</p> <p>Properly cleans and maintains custodial equipment and supplies. Properly uses cleaning chemicals and custodial equipment.</p> <p>Assists Maintenance staff with snow removal at building entries (winter)</p> <p>Interacts in an appropriate and diplomatic manner with facility staff members and BASE visitors.</p> <p>Checks and locks all doors and verifies the security of the building.</p> <p>Activates alarm system.</p> <p>Assists the BASE Operations Manager and Director of BASE with various duties and responsibilities.</p> <p>Ensures compliance with all Town safety rules and regulations.</p>		

POSITION SUMMARY

The BASE Building Attendant is responsible for maintaining the safety and cleanliness of BASE. This key position is the eyes and ears of the facility and instrumental in meeting the expectations of our members and users. He/she is self-motivated and driven by passion and enthusiasm for bringing efficiency and organization to community engaged projects, programs, and events. The BASE Building Attendant is responsible for completing daily checklist, setting up for scheduled activities, and providing support to BASE Operations Manager and BASE Director.

ESSENTIAL JOB FUNCTIONS



Custodial

- Duties include, but are not limited to cleaning bathrooms, meeting rooms and other facility locations including fixtures, furniture and equipment.
- Clean and sanitize restroom facilities and fixtures including sinks, urinals and toilets.
- Replenish supplies in restrooms.
- Sweep, vacuum, mop wax, strip and polish floors.
- Properly clean and maintain custodial equipment and supplies.
- Properly use cleaning chemicals and custodial equipment.
- Clean air vents as required.
- Wash windows and walls. Clean desks and counter tops.
- Dust and polish furniture, woodwork, fixtures and equipment. Wash windows and walls. Clean desks and counter tops.
- Empty and clean waste receptacles.
- Replace lights and adjust shades and blinds.
- Replenish supplies for restrooms, kitchen and other common work areas.
- Assume other duties deemed necessary by BASE Operations Manager.

Safety & Security

- Check and lock all doors and verify the security of the building.
- Activate alarm system.
- Continually inspect facility to ensure proactive/preventative maintenance and inspects the facility for safety and cleanliness. Keep documented records of findings for supervisor.
- Participate in mandatory safety and security trainings including; CPR, AED training, First Aid, ect.
- Immediately report suspicious activity to BASE Operations Manager or MOD.

Programs

- Manage set up/tear down of programs. Including; board meetings, spin classes, yoga, ect.
- Inspect program equipment and report damages to supervisor.

EDUCATION AND EXPERIENCE

- Customer service experience is highly valued

PHYSICAL REQUIREMENTS

- Must be able to work indoors and outdoors in variable weather conditions and extreme temperatures.
- Must be able to work in a moderately noisy environment.
- Must be able to listen, hear and talk in the English language.
- This position is very active and requires employees to frequently stand, walk or run during the workday or for long periods of time.
- Occasionally required to climb or balance.
- The physical requirements of this position are considered *Heavy Work*, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

PREFERRED SKILLS AND BACKGROUND



- Ability to work independently with limited supervision in a field and office environment.
- Ability to work with a team.
- Ability to work effectively and diplomatically with people of diverse interests and personalities.
- Ability to keep neat and accurate records and reports with great attention to detail.
- Must pass a background check.

DISCLAIMER AND ACKNOWLEDGMENT

This job description is only a summary of typical functions and essential duties being performed by individuals assigned to this position. The actual duties, roles and responsibilities may differ slightly from this job description and is not intended to be an exhaustive list. In signing this form, I understand the position's requirements and I acknowledge that I can perform these essential job functions satisfactorily, as outlined above.

Employee's Signature		Date:	
Employee Name <i>(print)</i>			
Approved By:		Date:	
Last Updated By:		Date:	