



### **Facilities Assistant**

Assist in the maintenance and repair of the Club's buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures of the organization.

**Position Type:** part time (20-25 hours weekly, \$13 -\$17 hourly)

**Positions Available:** 1

### **Job Requirements**

- A high school diploma or its equivalent or two years of experience in a facility and site maintenance, construction, or grounds keeping business.
- Valid and current driving license, chauffeur's license preferred.
- Ability to work on a team, relate and work well with others.
- Self-starter and organizer.
- Ability to accept guidance, direction and supervision.
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials
- All staff are expected to assist with our major fundraising events and to help fundraise
- Staff must be flexible as our schedules change to serve our members – evening and weekends are expected during the school year.
- Must attain a chauffeurs license within first 90 days
- Additional skills with maintenance of transportation fleet, plumbing/electrical skills and/or certification preferred.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).

### **Requirements**

- Maintain grounds
  - ♦ Operate necessary grounds care equipment such as mower, tractor, chain saws, etc., in safe and efficient manner. Handle landscaping equipment and cleaning equipment.
  - ♦ Be aware and make necessary changes to hazards found on grounds.
- Assist in the repair of buildings and facilities.
- Make minor repairs as needed
- Perform janitorial and general maintenance duties: Sweep, scrub, wax floors, wash windows and screens, put up and take down screens and storm windows – repair same; clean bathrooms, assist with cleaning dining hall. Dispose of trash and waste. Manage recycling.

- Performs all duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines as well as American Camp Association accreditation standards.
- Assist with emergencies on physical plant and site.
- Assist in conducting initial and end-of-season inventory.
- Store equipment for safety.
- Follow schedule for checking physical plant and equipment for safety, cleanliness and good repair.
- Ability to understand and implement safety regulations and procedures
- Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures

**Disclaimer**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Interested candidates must submit a letter of intent, application and resume to:

Email : [jbailey@bgcnewport.org](mailto:jbailey@bgcnewport.org)

Fax: (401) 848-5330

Mailing Address: Boys & Girls Clubs of Newport County, 95 Church Street, Newport, RI 02840

Attention: Jennifer Bailey