



FAMILY HOUSE

JOB DESCRIPTION

POSITION: Snow Removal Attendant
STATUS: Seasonal/Hourly
REPORTABILITY: Director of Maintenance

GENERAL SUMMARY: The Snow Removal Attendant is responsible for removing snow from the walk ways surrounding the Family House location. They will play an intricate role in the overall success of our organization by creating a clear and safe outside environment for our guests, staff, and volunteers. Duties include the removal of snow and ice from the sidewalks and application of de-icing product of the Liberty Avenue location.

RESPONSIBILITIES:

- Flexible availability to provide service between the hours of 5am - 6pm.
- Reports defects in outside area or any hazardous conditions to the supervisor
- Interact professionally with staff and guests
- Ability to work independently as well as a team member
- Complete work in a prompt responsive time frame
- Ability to understand written and verbal instructions
- Must be responsible for keeping time sheet and observing house and department policies and guidelines

HOUSE OPERATIONS AND EMERGENCY PROCEDURES:

- Consults with Director of Maintenance on any issues that arise
- Gives attention to and reports any safety concerns in physical facility and surrounding property
- Completes annual training and shows proficiency to take care and direct during emergency situations for guest/volunteer safety and well-being; executes emergency procedures effectively and compassionately
- Prepares a brief report of shift activities/ check list
- Documents unusual occurrences or guest behavior on an Incident Report after consulting with the Director of Maintenance

SPECIAL SKILLS AND ABILITIES REQUIRED:

- Excellent organizational and time management skills with ability to manage multiple tasks simultaneously; attention to detailed record keeping required.
- Knowledge of mechanical systems.

KNOWLEDGE AND PRACTICAL EXPERIENCE REQUIRED:

- High School diploma or GED required.

- Minimum of two years of previous work experience in business, hospitality industry or customer service.
- Equivalent combination of education and relevant experience, as approved by the Executive Director.
- Basic computer skills including Microsoft Office Suite, Outlook, navigating browsers; ability to learn and efficiently use organization-specific software.

PHYSICAL AND OTHER REQUIREMENTS:

- The house operates 7 days a week, 24 hours a day. Schedules must accommodate fluctuating business demands and associates may be asked to work shifts other than those they prefer or normally work.
- Available to work evenings, weekends and a minimum of three/four holidays as needed.
- Employee will be required to see, hear and use hands and fingers.
- Must be able to sit, stand, walk, bend, carry, kneel, stretch, and stoop.
- Must be able to lift up to 25 lbs.
- Must be able to push/pull up to 75 pounds.
- Work is performed outside in varying winter weather conditions.
- Exposure to a variety of chemicals & cleaning agents on a regular basis.

NOTE: The above statements are intended to describe the general nature and level of the work being performed by people assigned this position. They are not exhaustive lists of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with this position.

Employee Printed Name

Employee Signature

Date

Adopted: 10/ 2021