

Job Responsibility Description

Department / Category: Maintenance and Laborer **Job code:**

Job Responsibility: Facility/Track Maintenance **Grade:**

Reports to: General Manager **FLSA Status:** Exempt

Effective Date: _____ **Revision Date:** _____.

Summary: Working as a team, to continually make improvements in the Autobahn Country Club Facility and its services to Members, Track Renters and outside services, through a continuous improvement attitude.

Essential Duties and Responsibilities: Maintenance and Labor

Associates at the Autobahn Country Club are expected to:

- Be flexible and follow directions from General Manager
- Empty trash cans into dumpster, empty trash cans during camping events
- Be able to lift 50 lbs.
- Sweep all common areas of grounds
- Clean restrooms on hourly basis
- Wash floors on per need basis
- Sweep all interior floors
- Drive vehicle (truck) to empty trash
- Follow Established Safety Procedures and Instructions
- Stack cleaning supplies, event supplies
- Wash windows
- Vacuum carpets
- Clean light fixtures

- Be reliable and punctual

Competencies: To perform the job successfully, associates need to be able to demonstrate:

- Productive Attitude (adaptable, customer focused and desire to work with all fellow Associates and Members)
- Initiative (problem solving and innovation)
- Present a Quality Image to Members, Renters and outside services.
- Team work / collaboration
- Communication: Verbal / Written
- Accountability/Accepting responsibility

Qualifications / Experience: To perform this job function, associates must be good with their hands, and able to be a “Handyman.
Have a valid driver’s license.

Education / Skills:

- Language skills- ability to read and comprehend instructions, correspondence, company memos and directives, including safety manuals.

Work Experience:

- Previous similar work experience is desirable, but not required

Physical Requirements: The physical demands here are representative of those that must be met by an associate to successfully perform the required functions of this job.

While performing the duties of this job, the associate is regularly required to; stand, walk, climb, balance, stoop and bend. The associate must be able to lift or move up to 50 lbs. Specific vision abilities required by this job include good peripheral vision. Adequate ability to communicate verbally is important for safety reasons

Working Environment: The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job.

While performing the duties of this job, the associate might be exposed to high noise level occasionally.

Associates often are required to spend extended time working outside in the associated elements, such as sun and rain.

Associates may handle or dispose of hazardous waste such as oil, antifreeze, transmission fluid, auto parts cleaner, paint thinner and similar material. The governing regulation (40 CFR 264.16) does not Prescribe a format or degree of specificity for descriptions of this job.

Salary: \$9.00 per Hour

Note: The statements herein are intended to describe the general nature and level of work being performed by associates, and not to be construed

as an exhaustive list of responsibilities, duties and skills required of associates, so classified.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Furthermore, the statements do not establish a contract for employment, and are subject to change at the discretion of Autobahn Country Club.

Employee Signature: _____

Supervisor Signature: _____

Revised 03/01/11