

Position Title: Facility Maintenance, Cultural Affairs

Statement of Duties

The Facility Maintenance position for the Cultural Center will be responsible for keeping the facility and immediate grounds clean and orderly. Additionally, this employee will be responsible for setting up the facility and immediate grounds for City sponsored events and programs as directed by the Cultural Affairs Manager. **This position is part-time of 25 hours per week.**

Supervision

Employee works under the direct supervision of the Cultural Affairs Manager and the general supervision of the Community Development Director. Employee does not exercise supervisory responsibilities.

Job Environment

Employee must be able to maintain a flexible schedule, working some nights and weekends. Must be able to work indoors and outdoors, assist with event set up, interact with the public, and maintain effective communication.

Position Functions

Maintain the Mauldin Cultural Center, Mauldin Outdoor Amphitheatre, the Gosnell Cabin, and the immediate grounds, ensuring they are clean and orderly. Prepare facility and immediate grounds for City sponsored events and programs as directed by the Cultural Affairs Manager. Candidate will be required to maintain a daily, weekly and monthly tasks checklist.

RESPONSIBILITIES & DUTIES

- Clean and restock restrooms
- Check building/grounds for maintenance issues (including but not limited to dysfunctional toilets, burnt out lights, peeling paint, mold, dysfunctional heating/cooling system, etc.) and report issues to Cultural Affairs Manager
- Fix any maintenance issues as directed by the Cultural Affairs Manager
- Clean and remove trash from all rooms, including the meeting rooms, studios, kitchen, auditorium, stage and backstage areas, amphitheater and cabin.
- Keep track of rentals, programs and events taking place within Cultural facilities and

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- grounds and ensure that the space is set up and clean in preparation for them, including but not limited to setting up tents, tables and chairs, decorating for the holidays, taking out trash/recycling, setting up barricades and temporary fencing, etc.
- Other duties as assigned

Recommended Qualifications:

PHYSICAL/MENTAL

Employee is required to stand, walk, talk, listen, use hands, reach with arms and hands, climb, balance, stoop, kneel, and sit, up to 2/3rd of the time. Employee frequently lifts up to 25lbs., and occasionally lifts more than 25 lbs. Normal vision is required for this position. Equipment operated includes office machines, computers, audiovisual equipment, lifting equipment, equipment racks, and City vehicles.

KNOWLEDGE/SKILLS/ABILITIES

- Proficiency in Microsoft Word, Excel and Outlook
- Ability to work on PC interfaces
- Well-developed time management, organizational and follow-through skills
- Proficient verbal and written communication skills

SPECIAL REQUIREMENTS

- A candidate for this position is required to have a valid driver's license.
- Ability to maintain flexible schedule, including some nights and weekends.