

## Janitorial/Seasonal Maintenance\* Position Description

Position Information		
Min/Max Hours per week: 15-30	Conditions for Overtime: Only in emergencies	Seasonal/Cyclic: Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Work Schedule: Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/>		Pay Range: \$12-\$15/hr
Incumbent's Name (If filled position):	Address Where Position Is Located: Birch Bay Village Maintenance Shop	
Department: Maintenance	Supervisor's Name and Title: Maintenance Supervisor	
Position Objective		
Purpose of the position and how it supports the BBVCCs mission		
<p>The Birch Bay Village goal is to have well maintained and clean facilities to meet the needs of the community. As a team, our goal is to not wait for complaints to be issued, but to take pride in the community we serve and strive for betterment on a continuous and ongoing basis, while operating as efficiently as possible. Within the maintenance department, this directly translates into proactive maintenance and working efficiently. As such, the janitorial position is essential in keeping our facilities clean and serving as a frontline employee who can help identify maintenance related issues, both current and forthcoming.</p>		
Assigned Work Activities (Duties and Tasks)		
Describe the duties and tasks, and underline the essential functions.		
% of time (Must total 100%)	List the assigned work in order of importance, with essential functions underlined.	
75%	<p><b>Duty:</b> Perform all routine janitorial duties.</p> <p><b>Tasks include:</b></p> <ul style="list-style-type: none"> <li>• For all park/office/clubhouse/guard house restrooms                             <ul style="list-style-type: none"> <li>• Sweep/Mop floors daily</li> <li>• Clean bathroom fixtures daily</li> <li>• Clean mirrors/glass daily</li> <li>• Empty garbage – biweekly or as needed</li> <li>• Refill dispenses – biweekly or as needed</li> <li>• Clean partitions/walls – weekly</li> </ul> </li> <li>• Clubhouse main area                             <ul style="list-style-type: none"> <li>• Sweep/mop biweekly</li> <li>• Clean/wipedown kitchen area biweekly</li> <li>• Inside garbage - biweekly</li> </ul> </li> <li>• Empty/refill dog stations – 2x in offseason, daily during summer</li> <li>• Garbage –                             <ul style="list-style-type: none"> <li>• Proshop daily in summer</li> <li>• Park areas – 2x per week</li> <li>• Sports courts – 2x per week</li> <li>• Pool area – daily in summer</li> <li>• Marina – daily in summer, 2x per week offseason</li> </ul> </li> </ul>	
25%	<p><b>Duty:</b></p>	

	Participate in identifying maintenance related issues/solutions <b>Tasks include:</b> <ul style="list-style-type: none"> <li>• Report potential maintenance related issues in facilities as they are seen</li> <li>• Participate in generating solutions and ideas for improvements to efficiency and overall betterment for the community</li> <li>• *If additional hours are desired, assist in completion maintenance projects/tasks including, but not limited to: painting, groundskeeping, pressure washing, general repairs, mowing, etc.</li> </ul>
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<b>Lead Work/Supervisory Responsibilities</b>
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Lead Position: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Supervisory Position: Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> , list each direct report below.	<table style="width: 100%;"> <tr> <td><input type="checkbox"/> Assigns Work</td> <td><input type="checkbox"/> Instructs Work</td> <td><input type="checkbox"/> Checks Others' Work</td> </tr> <tr> <td><input checked="" type="checkbox"/> Plans work</td> <td><input type="checkbox"/> Evaluates Performance</td> <td><input type="checkbox"/> *Takes Corrective Action</td> </tr> <tr> <td><input type="checkbox"/> *Hires</td> <td><input type="checkbox"/> *Terminates</td> <td></td> </tr> </table> (*Has the authority to effectively recommend these actions.)	<input type="checkbox"/> Assigns Work	<input type="checkbox"/> Instructs Work	<input type="checkbox"/> Checks Others' Work	<input checked="" type="checkbox"/> Plans work	<input type="checkbox"/> Evaluates Performance	<input type="checkbox"/> *Takes Corrective Action	<input type="checkbox"/> *Hires	<input type="checkbox"/> *Terminates	
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<input type="checkbox"/> *Hires	<input type="checkbox"/> *Terminates									

<b>Working Relationships</b>
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Level of Supervision received (check one): For more guidance see: <a href="#">Glossary of Classification Terms.</a>
<input type="checkbox"/> Direct/Close Supervision: Most work is reviewed in progress and upon completion. <input type="checkbox"/> General Supervision: Completed work is spot checked. <input checked="" type="checkbox"/> General Direction: Completed work is reviewed for effectiveness and expected results. <input checked="" type="checkbox"/> Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals.
Add information that clarifies this position's interactions with others to accomplish work: Position is routine and is expected to require limited direction/supervision provide a pre-established schedule is documented and followed. Expectation is that once work is done, staff notifies supervisor and is free to clock out, should additional work not be planned for/mutually agreed upon ahead of time. Full communication with supervisor for outlier situations is expected.

<b>Working Conditions</b>
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Work Setting, including hazards:	Use of cleaning chemicals. Power tools used for maintenance items. Active position.
Schedule (i.e., hours and days):	Flexible provided there is some limited availability on 1 weekend day during summer. In general, work is daily, flexible, and during normal operating hours (7:30-3:30) Position is considered seasonal, but can extend through winter months on a greatly reduced schedule (10 hours or less)
Travel Requirements:	None – car provided within the Village
Tools and Equipment:	Provided
Customer Interactions:	Some in passing
Other:	Benefits include PTO, Sick Time, 2% IRA Contribution

<b>Qualifications</b>
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List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).
<b>Required Qualifications:</b> Attention to detail * Able to work with limited direction * Licensed to Drive in Washington
<b>Preferred/Desired Core Competencies:</b> Forward thinking * Community Focused * Mission oriented * Values others/teamwork * Adaptable * Communicative

<b>Special Requirements/Conditions of Employment</b>
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List special requirements or conditions of employment beyond the qualifications above.
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Pass background check

**In-Training Plan, If Applicable**

Training by Team Lead and/or Supervisor

**Acknowledgement of Position Description**

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date:	Supervisor's Signature (required):
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Date:	General Manager Signature (required):
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**As the incumbent in this position, I have received a copy of this position description.**

Date:	Employee's Signature:
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**Position details and related action have been taken by Human Resources as reflected below.**

For Human Resource/Payroll Office Use Only			
Approved Class Title:	Class Code:	Salary Range:	Effective Date:
Pay Scale Type:	Job Analysis On File? Yes <input type="checkbox"/> No <input type="checkbox"/>	Position Type (Employee Group):	EEO Category:
Employee Sub-Group:	Position Retirement Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/>	Position is: Funded <input type="checkbox"/> Non-Funded <input type="checkbox"/>	Workers Comp. Code:
County Code:	Business Area:	Personnel Area (FEIN):	
Position Eligible for Telework Yes <input type="checkbox"/> No <input type="checkbox"/>		Position Eligible for Flexitime Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position Eligible for Compressed Workweek Yes <input type="checkbox"/> No <input type="checkbox"/>		Unique Facility Identifier (UFI) For more information see: <a href="#">UFI Search Feature</a>	

Cost Center Codes						
COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Date:	HR Designee's Name:		HR Designee's Title:		HR Designee's Signature:	
Date:	Budget Designee's Name:		Budget Designee's Title:		Budget Designee's Signature:	



8055 Cowichan Road  
Blaine, WA 98230  
Phone (360) 371-7744  
Fax (360) 371-3254

### APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

#### PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S?  Yes  No

Are you at least 18 years or older? (If no, you will be required to provide authorization to work through your high school.)  Yes  No

Have you ever been terminated from employment or asked to resign by an employer?  Yes  No

If yes, please provide company names and details \_\_\_\_\_

Can you work any shift?  Yes  No

Can you work weekends?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  Yes  No

#### EMPLOYMENT DESIRED

Date you can start \_\_\_\_\_ Hourly Rate/Salary desired \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed?  If so may we inquire of your present employer? \_\_\_\_\_

#### REFERRAL SOURCE

How did you hear about us? (circle) Walk In Advertisement Referral Other

Have you ever worked for BBVCC before?  Yes  No Explain \_\_\_\_\_

Do you know anyone who works for our company?  Yes  No If yes, who?

\_\_\_\_\_



**EDUCATION**

Name and location of school

No. of yrs. Attended

Degree Received

Subjects studied/Major

High School

College or University

Trade, Business or Correspondence School

**EMPLOYMENT HISTORY** Include your last three (3) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone ( )
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Job Title:

Address:

Immediate supervisor and title:

Summarize the nature of work performed and job responsibilities:

Reason for leaving:

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Job Title:

Address:

Immediate supervisor and title:

Summarize the nature of work performed and job responsibilities:

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Reason for leaving:

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Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. \_\_\_\_\_

Job Specific Questions – **Janitorial:**

Do you have any training or work experience cleaning commercial property? If so, please list:

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**REFERENCES** Give the names of three persons not related to you, whom you have known at least three (3) years.

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Name	Address, Phone, Email	Company	Years Acquainted
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**BIRCH BAY**  
 **VILLAGE**  
*Community Club*



**8055 Cowichan Road**  
**Blaine, WA 98230**  
**Phone (360) 371-7744**  
**Fax (360) 371-3254**

**Please read carefully before signing.**

Birch Bay Village is an equal opportunity employer. Birch Bay Village does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Birch Bay Village to hire me. If I am hired, I understand that either Birch Bay Village or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Birch Bay Village has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Birch Bay Village true and complete information on this application. No requested information has been concealed. I authorize Birch Bay Village to contact references provided for employment reference checks and, if applicable to the position you are applying for, driving record (all maintenance positions) and criminal background checks . If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.**