

Forster Community Center

Event Support Contractor Job Description

GENERAL PURPOSE

Performs a variety of administrative, custodial and technical work in the operation and maintenance of the Forster Community Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs cleaning services on as-needed basis, as follows:

- Vacuuming carpets;
- Floors, including sweeping and scrubbing;
- Dusting of window sills and blinds, partitions in bathrooms and open counters;
- Cleaning of bathrooms, including sinks, counters, toilets, dispensers and mirrors;
- Garbage collection and placement of dumpster;
- Kitchen maintenance, including wiping down counters, stove, and dishwasher;
- Window cleaning;
- Walls, including removal of marks by scrubbing when necessary;
- Wiping down and sanitizing tables and chairs;
- All tables and chairs not being used are to be placed in storage closet or garage;
- Empty exterior garbage and ash trays;
- Review rental agreement checklist to ensure all items are in good condition and submit a signed copy to the city office after each rental;

Maintenance services on as-needed basis, as follows:

- Changing air filters;
- Cleaning of boiler screens;
- Monitoring of heating and cooling systems per events;
- Assisting in setting up for events, including chairs, tables and sound system;
- Changing of light bulbs;
- Operation and testing of fire alarm;
- Ordering of cleaning, maintenance and operation supplies;
- Monitoring inventory of equipment;
- Touching up paint blemishes;
- Fire extinguishers up to date
- Perform minor repairs
- Report any major repair to the city office
- Monitoring the exterior of the premises ensuring the following:
 - Lights working including building and parking lot
 - Sidewalks free of trip hazards such as heaving concrete, etc.
 - All doors sealed and open and close properly
 - Flower garden free of weeds
 - Please report and exterior opportunities to the city office

Sign_____

Date_____

Sign_____

Date_____