



## CLOVIS VETERANS MEMORIAL DISTRICT

*Honoring Our Veterans and Serving Our Community since 1946.*

# Job Description Form

A current and accurate Job Description is required for each employee, and must be on file in Human Resources.

SECTION I – GENERAL DESCRIPTION		
<b>Date:</b>	<b>Hourly Range:</b> \$10.00-\$12.50	<b>Department:</b> Operations
<b>FLSA Classification:</b> Non-Exempt, At- Will	<b>Working Title:</b> Operations I	<b>Supervisor's Name and Title:</b> Derek Snook, Operations Supervisor
<b>Purpose and Goal of the Position:</b> The Operations I general responsibility is to keep assigned building spaces clean and orderly, prepare rooms for events/meetings, and provide excellent customer service to all individuals within the facility. As the first responders to the public it is imperative that the operations team provides top of the line customer service and is professional at all times.		
<b>Major Job Responsibilities:</b> <ul style="list-style-type: none"><li>• Provide exceptional customer service at all time; continually seek opportunities to improve services/systems offered by CVMD and provides feedback to leadership team.</li><li>• Overall maintenance and operation of the physical facilities, including but not limited to room set-up, general maintenance, and cleanliness</li><li>• Check-in customers to assigned rooms, including but not limited to providing an initial inspection and review of the rules and regulations.</li><li>• Check-out customers at the end of their event, including but not limited to identifying any deficiencies which may affect their security deposit.</li><li>• Ensures proper operation of all audio visual equipment and assist clientele as needed in the operation of said equipment</li><li>• Serve as a team member in the zone maintenance concept</li><li>• Operates power equipment such as carpet extractors, pressure washers, hand and power tools, etc.</li><li>• Leverages technology on a daily basis to complete job duties, including but not limited to computers, copiers, tablets, etc.</li><li>• Maintains a clean and healthy work environment. Actively seeks opportunities to conserve energy, district resources, and offers options/suggestions to district management regarding eco-friendly options.</li><li>• Works in concert with CVMD personnel, as applicable, to assist in activities for CVMD programs and events- including but not limited to Veterans Day, Memorial Day, etc.</li><li>• Any other duties as may be required or requested by CVMD management.</li><li>• <b>Full-Time:</b> Additional responsibility of opening and closing the building on a daily basis</li></ul>		
<b>Essential Qualifications:</b> <ul style="list-style-type: none"><li>▪ Experience/Training/Education:<ul style="list-style-type: none"><li>- Education: Required graduation from high school</li><li>- One year of custodial and/or maintenance experience</li></ul></li><li>▪ Knowledge/Skills/Abilities:<ul style="list-style-type: none"><li>- Adaptive, Agile, Creative Problem Solver with keen collaborative/teamwork skills</li><li>- Perform routine cleaning work, including washing, dusting, waxing, polishing, and sweeping</li><li>- Operate a vehicle observing legal and defensive driving practices</li><li>- Must be customer service oriented</li><li>- Self-motivation to continually advance their education, skills, etc.</li></ul></li></ul>		

- Knowledge or basic understanding of computers- including but not limited to Microsoft Word, Excel, and the ability to learn new software as may be required.
- Establish and maintain effective relationships with those contacted in the course of work.

**License/Certification:**

Valid California Driver License, reliable automobile and automobile liability insurance

**Supervisor/Other Work Relationships:**

Supervisor

- Operations Supervisor

Other Contacts:

- Within the organization:
  - Works closely with Operations II, Operations III, and administrative staff
- Outside the organization
  - liaison with outside visitors, community members, clientele, and vendors

**SECTION II - PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

Check the appropriate box for each of the following items which most accurately describe the extent of the specific activity performed by this employee on a daily basis.

**PHYSICAL/ENVIRONMENTAL EFFORT**

	N/A	Intermittent	Continuous		N/A	Intermittent	Continuous
1. Sitting	X			12. Lifting or carrying			X
2. Standing			X	A. 10 lbs or less			X
3. Walking			X	B. 11 to 25lbs			X
4. Crawling		X		C. 26 to 50 lbs		X	
5. Crouching		X		D. 51 to 75lbs		X	
6. Climbing		X		E. over 76lbs	X		
7. Reaching overhead		X		13. Repetitive us of hands/arms			X
8. Pushing or pulling		X		14. Repetitive use of legs			X
9. Outdoor			X	15. Eye/hand coordination			X
10. Indoor			X	16. Walk on uneven ground		X	
11. Driving cars or other transportation		X		17. Change in temperature		X	

**SECTION III – SIGNATURES**

The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

My signature denotes that I understand and accept the duties, responsibilities, and functions assigned as outlined in the job description provided to me.

Print Employee's Name: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

CEO's Signature: \_\_\_\_\_

Date: \_\_\_\_\_