

1150. Building and Grounds Maintenance

1.0. Building Maintenance

A Theler Center maintenance person makes a routine monthly inspection.

This person is knowledgeable in the carpentry and plumbing areas. He or she is also required to do miscellaneous projects, repair items, build miscellaneous items and transport items that have either been donated or bought by the community center.

2.0. Grounds Maintenance

Grounds maintenance hours include sweeping walkways, parking lots and driveway, picking up litter, pulling weeds, mowing, watering and miscellaneous projects.

The Janitorial service hours vary depending on the use of the community center. This person is responsible for cleaning the kitchen and restrooms, cleaning and waxing floors, washing windows, vacuuming, maintaining supplies, exhibit center cleaning as necessary, and other duties as assigned.

3.0. Supervision

The employee(s) reports directly to the Manager who is responsible for his or her supervision. This person prepares a semi-monthly timesheet to be given to the Manager.

This policy will be in force until incorporated into **Policy 3010 "Facilities Maintenance."**

"where community and nature walk hand-in-hand"