

FACILITIES MEMBER

Job Description: Facilities Member; Operations

Organizational Relationships:

Reports to: Facilities Coordinator

Category: Non-Exempt, Part-Time, Hourly, \$/hour based on experience

Grade: 2

JOB SUMMARY:

The Facilities Member work to create a clean, orderly, and safe environment by performing a wide variety of cleaning and maintenance activities using best practices to meet the needs of Xtreme. This position is directly responsible for implementing safety and cleanliness standards that are consistent with the mission and core values of Xtreme.

ESSENTIAL FUNCTIONS OF THE JOB:

The below list is intended to be an illustration of the responsibilities of the position and is not all-encompassing. The Executive Team may change these duties at any time.

Core Values:

- Continuous Improvement: Diligent and consistent with implementing and supporting ongoing efforts to improve the facility, programs, best practices and policies. Seeks opportunities for personal development and self- improvement.
- Collaborative Teamwork: Ambitious to learn, contribute knowledge and feedback, magnifies other's strengths, builds trust, encourages healthy risk-taking, inspires creativity, and respectfully navigates conflict.
- Customer Commitment: Create "raving" fans by exceeding expectations, creating memorable experiences and seeking opportunities to build relationships with staff, students and parents.
- Healthy, Balanced Living: Demonstrates authentic daily habits that reflect one's character and aligns with the rules and values of Xtreme.
- Positive and Fun Environment: Commit to providing an environment that encourages positive relationships, engages high energy activity, attracts leaders, inspires and fosters a supportive culture.
- Pursue Passion and Find Purpose: Discover the skills and talents that encourage an honorable ability to stir energy and excitement, along with the courage to unlock doors of opportunity and pursue the possibilities.

Cleaning Functions:

- Daily cleaning and sanitizing of all bathroom facilities, including toilets, sinks, changing tables, and mirrors.
- Restock necessary items, such as soap and paper products.
- Sweeps and mops floors, as well as vacuums carpets.
- Pick up litter within the facility and take out the trash.
- Applies cleaning chemicals according to established safety procedures.
- Adheres to safety measures for cleaning, lifting, moving, and operating equipment.

- Performs minor repair and maintenance as authorized by district maintenance staff.
- Removes extraneous dirt/markings from interior and exterior vertical/horizontal surfaces (walls, doors, etc.).
- Performs minor painting to walls, rails, and other areas of the facility.
- Keeps all equipment in a good state of repair and cleanliness.
- General outdoor services and maintenance, such as watering plants, pulling weeds, sweeping entry areas, cleaning glass doors at entrances.
- Assure safety during inclement weather to include shoveling, salting, providing slip protection on wet floors, securing against wind damage, snow removal from roofs, removing debris from downspouts when clogged, etc.
- Safe and proper use of insecticides to prevent infestation by dangerous pests.

Safety and Security:

- Maintains awareness of, facility and equipment to detect and prevent injuries or damage.
- Lockdown facilities at the end of the day, including locking doors, closing windows, and setting the alarm.
- Recognizes and responds effectively to emergencies.

KNOWLEDGE, SKILL, AND ABILITIES:

- Knowledge of facility and equipment.
- Knowledge of the rules and policies of the gym and event activities.
- Knowledgeable of Xtreme’s first aid and emergency procedures.
- Enthusic, commitment to excellence, self-motivated, and professional.
- Work efficiently in a flexible, independent, busy environment.
- Exceptional organizational, analytical, and coordinating abilities.
- Creative and able to prioritize tasks.
- Complex problem solving ability : able to identify, evaluate, and implement solutions.
- Highly effective decision making skills and with the ability to make sound judgements quickly and possibly make these decisions in high stress situations.
- Sound knowledge of health, safety and environmental regulations.

EDUCATION AND EXPERIENCE:

- High school diploma, equivalent, or 1 year experience custodial duties

ENVIRONMENTAL FACTORS/ PHYSICAL DEMANDS:

This position requires the ability to stand, walk, and bend for extended periods of time; lifting equipment; repetitive motion; intense concentration; hand-eye coordination; fine manipulation skills to operate equipment.

Duties are primarily performed at Xtreme Gymnastics, but may, on occasion, be required at off-site locations within walking distance.

WORK SCHEDULE:

Work schedule will vary depending on the needs of Xtreme and overall gym operations. Work hours are flexible and will vary. Regular days off will include holidays when XGT is closed.