



# RONALD MCDONALD HOUSE OF CHARLOTTE

## Job Description

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| <b>Job Title:</b> Weekend Housekeeping and Maintenance Associate  |  |  |
| <b>Reports To:</b> Facilities and Housekeeping Manager  |  |  |
| <b>Job Status:</b>  | <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time | Hours: <u>8</u> / week   |
|   |  | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt |
| <b>Job Summary:</b>   |  |  |
| Responsible for ensuring that the interior and exterior of the RMH of Charlotte is well maintained, clean, comfortable, safe and orderly on the weekend.  |  |  |
| Hours: Saturdays and Sundays 4 hours each day   |  |  |
| <b>Essential Functions:</b>   |  |  |
| <ul style="list-style-type: none"> <li>• Inspection throughout the facility of communal areas, public areas, and guest rooms as needed, to ensure a high level of cleanliness and functionality.</li> <li>• Routinely inspect the grounds to ensure property is maintained, safe and in exceptional condition.</li> <li>• Coordinate and supervise with the Volunteer Staff for room turnovers. When cleaning teams are scheduled at the house, coordinate maintenance and special projects with Volunteer Staff.</li> <li>• Assists the guest families and volunteers in the correct operation of appliances such as washers, dryers, microwaves, ovens, coffee makers, phones, TVs, VCR etc.</li> <li>• Responsible for weekend cleaning of public restrooms and unoccupied guest rooms.</li> <li>• Make general maintenance repairs, respond to requests, and perform repairs in a timely manner and communicate status of maintenance issues to Facilities and Housekeeping Manager.</li> <li>• Work with the Office Manager to prepare the Media Room for incoming groups with requested tables and chairs for each meeting on the weekends.</li> <li>• Perform other related and assigned duties as necessary.</li> </ul> |  |  |
| <b>Professional Qualifications:</b>   |  |  |
| <ul style="list-style-type: none"> <li>• 3-5 years of related experience in facility and maintenance</li> </ul>   |  |  |
| <b>Knowledge, Skills, and Ability:</b>  |  |  |
| <ul style="list-style-type: none"> <li>• General maintenance knowledge</li> <li>• Knowledge of Microsoft Office Products – Word, Excel, and Outlook</li> <li>• Ability to handle multiple tasks</li> <li>• Strong skills in negotiation, problem solving, and researching information</li> <li>• Strong organizational skills</li> </ul>  |  |  |

**Leadership/Management Responsibility:**

No direct reports

**Performance Categories:**

Employee:

Date:

Director:

Date:

**NOTE:** This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this is intended to be an accurate reflection of the current position, the Board of Directors reserves the right to revise the position as needed.