

## Caretaker/Maintenance (PT)

**The Martin House is looking for an energetic, organized person with attention to detail for a unique opportunity in the Parkside area of Buffalo, NY. Hours for the position are Thursday through Monday from 4:30 to 9:30 pm. This position includes cleaning, maintenance, set-up and take-down for events/meetings, securing the properties and some snow shoveling in winter months. Lifting is required. Must have own transportation. This is an hourly position. Please send a summary of work experience and contact information to the email address listed. Be part of a dynamic team!**

### **The successful candidate will:**

- Report to a Facilities Manager who is responsible for maintenance services.
- Clean and sanitize restrooms/bathrooms using established practices and procedures.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors;
- Empty/clean wastebaskets and trash containers; handle recycling materials; replace light bulbs; refill restroom dispensers.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Vacuum and shampoo carpets.
- Use and maintain assigned power equipment and hand tools; auto scrubbers, high pressure washers, vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- **Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights. Assist with the after-hours On-Call schedule.**
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs.
- Move furniture, equipment, supplies and tools on an incidental basis. Wash accessible interior and exterior windows. Clean blinds.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
- Attend to emergencies when necessary.
- Complete work orders using the eMaint software.
- Safely operate golf cart and other job related equipment.
- Support and enforce all policies, university and governmental such as One Call, OSHA/WISHA rules, university health and safety regulations and guidelines, etc.
- Perform related duties as required.