

# Green Lake Conference Center Job Description

Position: Small Repair Technician

Job Class: Part Time, with flexible schedule and occasional weekends

- Reports to Housing Services Supervisor
- Works closely with Housing Services Supervisor and Administrative Assistant as well as other departments.
- This position is Customer Focused and will require quick response to guest and front desk requests.

## Essential duties and responsibilities

- Small repairs encompass but is not limited to fixing and repairing furniture units, wall attachments, benches, doors, windows, small equipment such as vacuums, power cords, lamps. Also, bathroom items such towel rods, cabinets, shelves, flooring etc.
- Assist in moving furniture, building shelves and responds to housekeepers needs as they clean rooms and homes.
- Works organizing and maintaining the repair shop in good order, equipping it with appropriate tools and supplies to maintain the facility working smoothly. Maintains a bank of vacuums repaired and ready to replace in case of need.
- The position services all facilities assigned to Housing Services. Work in this area includes indoor and outdoor tasks.

## Basic Qualifications

- Familiarity and experience using manual and electrical hand-tools, lubricants, chemicals and general maintenance equipment.
- High School diploma or equivalent.
- Schedule availability to work occasionally on weekends and/or late as required.