

FULL TIME Facilities Assistant

The Severna Park Community Center (SPCC) is looking for a FULL TIME Facilities Assistant to join this local nonprofit center. Join a growing nonprofit organization working to provide a space for the community to gather, play, grow and thrive!

Our new team member will enjoy valuable benefits including: Medical, Dental, Vision, Life & AD&D Insurance (1x salary up to \$50,000), Holiday and Vacation pay, and a Simple IRA with a company match. Plus, he/she will enjoy discounted and free uses of the many programs available at the center, including use of the fitness center, swimming pool, and more. This position is located at the center's office in Severna Park, Maryland.

Summary:

The Full-Time Facilities Assistant provides support for events and programs – setting up and breaking down tables, chairs and other equipment as needed. He/she reports to the Facilities Director when there is any trouble with plumbing, lighting, breakage or breakdown of equipment or furniture, while providing custodial services throughout the property.

He/she is responsible for daily cleaning, special event support, and building services, including: sweeping, scrubbing, waxing and polishing floors; cleaning rugs and carpets; emptying waste baskets and moving trash and waste to disposal areas; maintaining rooms, hallways, lobby areas, lounges, offices, rest rooms, elevator, stairways, entrances and exits, storage rooms and work areas.

Maintaining a positive attitude, with an ability to communicate with co-workers and center patrons is a must. Additionally, candidates must be willing to work evenings, weekends, and some holidays.

Skills, Abilities and Knowledge Required:

- Preference given to candidates with at least one year of relevant experience.
- Able to organize and prioritize work and perform duties independently.
- Ability to walk, stoop, kneel or crouch to complete work.
- Ability to operate industrial cleaning equipment is important.
- Able to read, write, and speak English to understand and communicate written/verbal instructions.
- Able to work well with others in a team-oriented environment.
- Knowledge of customer service standards and procedures.
- Must have a valid driver's license.
- Able to work on a ladder, and effectively use standard hand tools (hammer, pliers, screwdriver, etc.).
- Basic understanding of common safety practices and OSHA regulations.
- Able to regularly lift and/or move up to 30 pounds, and occasionally lift and/or move up to 50 pounds.

Education:

- High school diploma or GED preferred.

Compensation:

- Negotiable based on experience. This is a full-time position.

Severna Park Community Center is an equal opportunity employer.

SEVERNA PARK COMMUNITY CENTER
Employment Application

Gather. Play. Grow. Thrive.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION/CERTIFICATIONS			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

DISCLAIMER AND SIGNATURE
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand that should I be employed by Severna Park Community Center, this application does not constitute an employment contract and that the Center may terminate the employment relationship for any lawful reason, at any time, with or without notice.