

# UTILITY

## OVERVIEW OF JOB

### WHO

Utility people work on the building and grounds to make sure everything is ready for the events. Need to have a general knowledge of landscaping/gardening, light repairs. It is a fairly physical job and requires lifting. Great job if you like variety and can change jobs quickly as needed. Need to be highly organized, and efficient. Non-smokers only.

### WHEN

Monday, Thursday and Friday during the day. Occasionally Saturday and Sunday half days may be added when necessary if there are outdoor chair changes and if we are very busy.

**WHAT :** Pruning, splitting perennials, flower bed maintenance, window box planting and maintenance, cleaning windows, painting, changing light bulbs, blowing off walkways, patios and driveways. Etc.

### General Jobs and Instructions:

1. Check in with General Manager when you arrive.
2. There is a clipboard with the regular daily jobs and the special assignments. Complete regular jobs first and then move on to special jobs.
3. All tools need to be put back where you got them at the end of the day. And all clippings and weeds that you pulled need to be put somewhere as well so that the garage is clean and ready for the next person to work without having to clean up after you the last person.
4. Check things off on the work list and add items that you may have done that were not on the list. You can copy the list on the copy machine that is under the computer in the kitchen.
5. Fountain needs to be cleaned and filled every week
6. Water flower urns as needed: usually every other day when really hot out.
7. If you see broken lights, benches, windows or anything that needs maintenance please write it on the maintenance clipboard. If it's something you can fix, fix it.
8. Lunch up to 1/2 hour. Punch out for lunch.

### WHERE

**The Utility person is the person who makes sure the grounds and porches are groomed and clean.**

To do this you will need knowledge of the following tools:

1. Power Washer
2. Mower with deck for vacuum attachment\
3. All gardening tools: Rakes, brooms,
4. Blower to blow off walkways
5. Window Washing
6. Ladders
7. Hoses
8. Sprinkler Heads
9. Air Compressor