

Jamestown Brewing Co Inc.
Job Description

Job Title: Maintenance

Department: Maintenance

Reports To: General Manager

FLSA Status: Non-Exempt

Summary: Responsible for overall cleanliness and maintenance of the building by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Maintains offices, rest rooms and floors on a regular basis to include emptying trash, vacuuming, washing, and sweeping floors.*
2. Orders paper products, disinfectants, and cleaning supplies as needed.*
3. Cleans snow and debris from sidewalk as needed.*
4. Completes lawn care duties such as mowing, trimming shrubbery, and cultivating flower beds.*
5. Completes minor and routine painting, plumbing, electrical wiring, carpentry, and other related maintenance activities using hand tools.*
6. Replaces air conditioner filters as necessary.*
7. Notifies management concerning the need for major repairs when needed.*
8. Maintains tools and equipment in a clean, orderly, and safe manner.*
9. Complies with company policies and procedures giving special attention to safety regulations.*
10. Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Education/Experience:

High school diploma or general education degree (GED); and one to two years related experience and/or training; or equivalent combination of education and experience.

Knowledge, Skills and Other Abilities:

- Time management skills
- Ability to problem solve

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, talk or hear, and taste or smell. The employee is frequently required to climb or balance, and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.