Job Description

TITLE: Facility Events/ Custodial Staff	**FLSA STATUS**: Part-Time, Non-Exempt
DEPARTMENT: Frauenthal Center	**REPORTS TO:** Building & Facilities Manager
WORK HOURS: Nights & Weekends	**SUPERVISES:** n/a
EFFECTIVE DATE: Immediately	

About Us: Our Vision Statement

The Community Foundation *for* Muskegon County will be a leader in community philanthropy to "*Build a vibrant community with great opportunities for all*."

Job Summary: The Facility Events/ Custodial Staff reports directly to the Building & Facilities Manager and works closely with the center's staff and clients to address all custodial and related matters, including housekeeping services, locking and securing the facility following events.

This is a part-time hourly position with a starting wage of up to $17/hour, up to 24 hours per week. The hours are varied, including days, nights, and weekends.

Essential Functions:

1. Supports the Frauenthal Center's custodial and general grounds staff mainly on nights and weekends.
2. Provide exceptional customer service to clients and patrons.
3. Follow specific setup and teardown instructions, pre-/post-events.
4. Performs projects and services, general cleaning, and special projects as defined per event and venue.
5. Ensure the final preparation and detailing of the Client's needs for building cleanliness and readiness prior to events.
6. Responsible for greeting and making last-minute arrangements when clients arrive for their functions.
7. Responsible for the overall appearance of the building when on duty.
8. Coordinate with the Building & Facilities Manager on regular and special cleaning needs.
9. Ensure safety and security processes are completed each day, e.g., locking and securing the facility following events.
10. Meet regularly with the Building & Facilities Manager to determine goals and tasks to be completed.
11. All other duties as assigned by the Building & Facilities Manager.

Knowledge, Skills, and Abilities

- **Our ideal candidate will possess:**
    - Organized with attention to detail and strong follow-through skills
    - Ability to work independently and in a team-based environment
    - Proven experience with customer service
    - Supports the mission, vision, and strategic goals of the Frauenthal Center and Community Foundation for Muskegon County to serve both internal and external customers
    - Follows and supports Frauenthal Center policies and procedures
    - Embraces and supports the Frauenthal Center and Community Foundation philosophies related to diversity, inclusiveness, anti-racism, and equity
    - Conducts self in a professional manner and represents the organization well
    - Always maintains appropriate professional appearance
    - Must be able to always maintain confidentiality and a high level of professional conduct

Please apply at Community Foundation for Muskegon County

Work Environment and Physical Requirements:

The work environment and 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 accommodation 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 talk or hear. The employee is frequently required, sometimes for extended periods, to stand or sit. This role routinely uses standard office equipment such as computers, phones, multi-function machines, and filing cabinets. The employee is occasionally required to climb stairs; use hands to type, finger, handle, or feel; reach with hands and arms; balance, stoop, kneel, or crouch; and get in and out of vehicles. The employee must occasionally lift and/or move small or large objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

EEO Statement:

The Community Foundation for Muskegon County prohibits discrimination and harassment of any type on the basis of race, color, religion, age, sex, national origin, disability status, genetics, military status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

The Community Foundation for Muskegon County is committed to the full inclusion of all qualified individuals. As part of this commitment, the Community Foundation for Muskegon County will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the CFO or their designee.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.