

# Neighborhood Club Position Description



**Position:** Custodial Support, Part-Time

**Job Location:** 17150 Waterloo, Grosse Pointe MI, 48230

**Schedule:** Approx. 25-30 hours per week. Monday -Friday evenings approximately 9 pm-3 am; weekends as needed (facility closed on major holidays)

**Compensation:** Up to \$20 per hour (premium shifts), plus access to facility amenities

**Application Deadline:** Open until filled.

Submit application (available online at [www.neighborhoodclub.org](http://www.neighborhoodclub.org)) and resume to Facility Operations Supervisor, 17150 Waterloo Street, Grosse Pointe, MI, 48230 or email to [justin@neighborhoodclub.org](mailto:justin@neighborhoodclub.org)

The Neighborhood Club is a non-profit servicing the Grosse Pointe communities (service population of approximately 50,000) for more than 100 years. The Neighborhood Club operates a Recreation and Wellness Center that opened in January 2013. The 48,051 square foot facility has a fitness center, fitness studio, gymnasium, indoor pool, locker rooms, preschool, multi-purpose community room, rowing/fitness room, Sports Enhancement Center, and two training/conference rooms. Beaumont Health System is a long-term tenant in the facility occupying approximately 25% of the building space providing adult physical therapy and services for children with special needs.

## **Responsibilities of position**

- General cleaning and maintenance of the Neighborhood Club Recreation and Wellness facility.
- Clean indoor pool including scrub pool floor and walls while in water, operate pool vacuum, clean windows, and pool deck.
- Clean floors – tile, wood, rubber, and carpet.
- Operate floor cleaning machines in areas as listed above.
- Deep clean all areas of the building as assigned – chair rails, base moldings, lights, etc...
- Perform basic cleaning skills throughout the facility on a regular basis.
- Follow through on a detailed cleaning schedule for daily, weekly, monthly, and annually.
- Follow through on any preventive maintenance as scheduled for daily, weekly, monthly, and annually.
- Responsible for enforcement of state and local laws pertaining to cleaning, maintenance, and code requirements.
- Perform other miscellaneous duties and responsibilities as determined by Facility Operations Supervisor or designee.

## **Qualifications and Requirements**

- Previous facility cleaning experience is preferred.
- Ability to react to emergency situations and provide building support as needed.
- Ability to work effectively with the public and staff in a courteous and tactful manner.
- Ability to work without or under limited supervision.
- Ability to lift 45 lbs regularly, able to bend and reach, climb ladders, and enjoy physical work.
- Ability to follow direction and instructions as provided by Supervisors.
- Must pass a background check as conducted by Neighborhood Club staff.

*The qualifications and descriptions as listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other related selection or promotional criteria.*

The Neighborhood Club is an Equal Opportunity Employer

November 2021