

Spruce Lake Retreat

Environmental Services Operations Technician

Type: Part-time / Hourly

Department: 400 Operations SL

Position Description

The Environmental Services Operations Technicians (EVS Operations Tech) are responsible for ensuring a positive, clean and safe guest and employee experience through diligent custodial services of recreational facilities, common areas, meeting rooms including audio-visual equipment, supplies and equipment.

Accountability Accountable to the EVS Operations Lead

Qualifications

- Must affirm Spruce Lake mission, vision, beliefs and core values
- Must have a teachable spirit, team-player attitude, and servant heart.
- Must be responsible, industrious, hospitable, and enthusiastic.
- Effective interpersonal communication skills, both verbal and written
- Experience with audio visual equipment preferred

Physical Requirements: Physically fit: able to stand and walk for long periods of time, lift 50 lbs., climb ladders, perform repetitive motions with arms, wrists, shoulders and to bend, kneel and stretch.

Essential Responsibilities

- Collaborates with EVS Manager to ensure timely communication with guest services and facilities departments regarding meeting rooms and common areas.
- Ensures buildings and property are clean, safe and in orderly condition
 - Perform heavy cleaning duties
 - Perform deep cleaning duties
 - Sweep, mop, scrub, or vacuum floors
 - Gather and empty trash
 - Clean windows, mirrors and hard surfaces, dust and polish furniture, walls and fixtures
 - Clean, scrub, sanitize restroom floors, fixtures, mirrors, partitions, and restock supplies
- Ensures meeting rooms are prepared according to occupancy requests including tables, chairs, and audio-visual equipment.
- Maintain and store cleaning solutions and equipment
- Ensure guest lost items are secured and administered according to policy
- Notify EVS Manager and/or guest services of any property damage and facility team of any repair needs.
- Promote a positive work culture by modeling Spruce Lake core values and promoting “3 Steps of Service”.

Other Responsibilities

- Duties as assigned by supervisor
- Attend daily team huddle