THE POSITION

This position, under the supervision of the Golf Course Manager, has important impact on the “first impression” guests have of Simi Hills as they approach the facilities – from the appearance and cleanliness of the parking areas and clubhouse grounds, to the clubhouse facility itself.

These positions work 15-35-hours per week (shifts scheduled daily – seven days a week) and may be assigned work hours between sunrise and sunset.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

- Keep the parking areas free of debris and well-maintained. Clean trash and other items from the parking areas at least daily. Maintain plants/trees and other ground cover as needed.
- Maintain landscaping around the clubhouse. Mow lawn around clubhouse and practice green and work with grounds crew to treat weeds and other turf issues. Keep planters and plants healthy and welcoming.
- Keep outside lighting functioning, and set timers as needed.
- Thoroughly clean patio floor as needed and maintain lighting, fans and skylights.
- Clean clubhouse areas that are not occupied by the Rancho Simi Grill (bathrooms, offices, etc.). Assist golf shop staff in cleaning of the shop by keeping lighting and furnace filters maintained and functioning.
- Maintain custodian closet and keep stocked with all supplies needed for the clubhouse and course cleaning functions.
- Clean and maintain bathrooms and drinking fountains on the course and handle trash and recyclables on the course and driving range.
- Identify, initiate and/or assist with maintenance projects. Such projects might include painting, repairs/replacements of doors, windows, window treatments, hardware, bathroom fixtures (lighting, faucets, etc.).
- Other assignments and projects as designated by management.

The position may perform other related work, as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Requires a minimum of two years of equipment maintenance, custodial or related experience. Must have knowledge of the materials, supplies and equipment utilized in cleaning and maintenance activities; knowledge in the safe use of tools and equipment utilized in maintaining equipment and facilities. Requires the ability to read and understand written instructions; attention to detail and focus on cleanliness; use good judgment in carrying out written or oral instructions; operate mechanical devices safely.

License / Certification: Graduation from high school or equivalent, a valid California driver license and a good driving record are required.

PHYSICAL ACTIVITY REQUIREMENTS

Position requires standing or walking 90% of the time or more; frequent lifting and carrying loads to 60 pounds and occasional pushing/pulling loads to 60 pounds; occasional lifting to 100 pounds; frequent bending, kneeling/squatting, reaching overhead/stretching, climbing stairs, working on rough or uneven terrain; occasional crawling; frequent climbing of ladders, and the necessary dexterity for handling and operating equipment. This position may require the operation of some or all of the following equipment: lawn mowers, trimmers, lawn blowers, utility and other district vehicles, vacuum, power drill, saws and other hand tools.