



# Work Ventures

## Job Descriptions

### Building Maintenance Worker 8.50 Per hour

#### **PRIMARY FUNCTION AND PURPOSE**

This temporary position is responsible for performing maintenance tasks as directed for the Savannah – Chatham Metropolitan Police Department/Savannah Impact Program and performing building maintenance projects.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Maintains the interiors and exteriors of SCMPD buildings

Clean building floors by sweeping, mopping, scrubbing or vacuuming

Gather and entry trash

Service, clean and supply restrooms

Clean and polish furniture and fixtures

Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges and squeegees

Dust furniture, walls, machines and equipment

Notify managers concerning the need for major repairs or additions to building operating systems.

Set up, arrange and remove decorations, tables, chairs for events such as banquets and meetings.

Performs other duties as assigned

**If interested contact: Kenan Hall, Program Coordinator (912) 651-4350**