



JOB POSTING NOTICE

POSITION: FACILITIES ATTENDANT
DEPARTMENT: BUILDINGS AND GROUNDS
REPORTS TO: DIRECTOR OF FACILITIES
STATUS: PART TIME - NON-EXEMPT
DATE: MAY 10, 2022

POSITION SUMMARY AND MINIMUM QUALIFICATIONS:

The successful candidate will have a strong attention to detail and take great pride in their work. Duties include the general cleaning and sanitizing of areas throughout the shelter. Assisting with the upkeep of the facility by cleaning and disinfecting restrooms, breakrooms, common areas and other assigned locations. This individual will wipe and dust surfaces, sweep and mop floors and pick up and empty the trash and recycling containers. Other duties may include repairing drywall, painting, and repairing doors and other building fixtures.

REQUIREMENTS

1. Ability to multi-task
2. Detail-oriented
3. Self-motivated

PHYSICAL DEMANDS

The 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 accommodations 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 frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds. Ability to climb step ladders for related work tasks. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

This individual will be required to participate in creating a thriving culture of philanthropy at the SPCA Serving Erie County by increasing awareness and support of our organization. This is achieved by being knowledgeable and supportive of SPCA programs and events, sharing your passion for service to animals and people within our community, and serving as an inspiration by providing an exemplary level of animal care and guest service.

If you are interested in this position and meet the qualifications, you may submit a resume to Julie Schultz, Human Resources at julies@yoursPCA.org.