



Job Description: Maintenance Assistant

10/2017

Immediate Supervisor: Resort Manager

Immediate Subordinates: None

Status: Exempt Non-exempt (hourly)

Scheduling: May include weekends and holidays

Guemes Island Resort is small, family-run business with a casual, down-to-earth atmosphere. Our staff work hard and impact every guest's experience, and therefore, our success. We look for people who enjoy natural beauty, have an interest in making other people's experience special, and are willing to pitch in anywhere and do what needs doing.

General Summary of Responsibility

Maintenance Assistants help the Groundskeeper keep up resort grounds, equipment, buildings, and facilities in general.

Position-specific Responsibilities

Reliably accomplish a variety of maintenance tasks, including:

1. Cleaning exterior of buildings (windows, pressure washing, etc.)
2. Landscaping: trail maintenance, watering, raking, collecting garbage, etc.
3. Chop and stack firewood, stocking cabins and fire-fueled hot tubs
4. Assist with special events, such as weddings
5. Make ice and help maintain ice machine
6. Help winterize yurts and other buildings
7. Help check out boats/equipment; instruct guests in their use; occasionally boat out to help them
8. Other duties as requested

Minimum skills and knowledge required

- Be able to coordinate multiple tasks efficiently.
- Be a self-starter and take initiative: notice when something needs doing and just do it.
- Punctuality

Skills and knowledge desired

- Build a fire
- Chop kindling
- Boating/boat safety

Minimum previous experience required

- Proven ability to show up reliably and work quickly and efficiently

Previous experience desired

Landscaping

Minimum Education required

Education desired

High school diploma/GED equivalency and above

Communication skills required

Excellent communication skills with all others, including guests, vendors, and co-workers.



Job Description: Maintenance Assistant

Special training, certification, or licensing required

- U.S. citizenship or Permanent Resident card
- Current Driver's License and insurance
- Food Handler's card (may procure after hire)

Behavioral, emotional, mental requirements

Must be able to handle fast-paced, multi-tasking jobs. Be open to feedback and learning new methods. Be a team player, cooperating and caring. Can't be squeamish! Have a sense of humor and fun. Be able to coordinate multiple tasks efficiently.

Physical requirements

This job is very active and requires stamina and strength; days are often long and demanding. Ability to lift 60-90 pounds and be on your feet for 8-10 hours per day.

Description of work environment

We enjoy a beautiful natural environment and laid-back island vibe. We strive for a friendly yet professional atmosphere, and want staff to enjoy their days. This is a dog-friendly resort.

The functions and responsibilities contained in this position description are not all-inclusive. Other duties and requirements may be assigned at any time.