

Job Title: Director of Capital Improvements

Job Description:

Housekeeping

- Perform any and all housekeeping duties when/as needed
- Stripping and waxing of floors
- Carpet cleaning
- Purchase supplies and maintain a reasonable inventory
- Perform preventive maintenance on cleaning equipment

Building and Equipment Maintenance

- Schedule and coordinate repairs with contractors
- Get quotes for capital improvement and repair projects
- Provide preventive maintenance on HVAC systems
- Make basic plumbing and electrical repairs
- Perform general building repairs
- Painting
- Ensure building is free of hazards

Grounds Upkeep

- Mow and trim grass
- Weeding and landscaping
- Prune shrubs
- Snow removal
- Ensure grounds are free of hazards

Building Use

- Set up and tear down as needed
- Program heating and cooling for all building use

Miscellaneous

- Budgeting
- Monitor garbage and recycling pickup
- Attend regular staff meetings
- Provide Emergency 1st call service when possible

Employer Name & Address:	Dates Employed: From: _____ To: _____	Work Performed: _____ _____ _____ _____
Telephone Number:	Salary: Starting: _____ Ending: _____	_____ _____ _____
Job Title:		_____ _____
Supervisor:		_____ _____
Reason for Leaving:		_____ _____

Employer Name & Address:	Dates Employed: From: _____ To: _____	Work Performed: _____ _____ _____ _____
Telephone Number:	Salary: Starting: _____ Ending: _____	_____ _____ _____
Job Title:		_____ _____
Supervisor:		_____ _____
Reason for Leaving:		_____ _____

Have you ever been discharged or asked to resign by another employer? Yes No
If yes, please explain:

May we contact the employers listed above? Yes No If no, please indicate which ones you do not wish us to contact.

References—List three persons who are well acquainted with you. Do not give names of relatives, former employers, your schoolteachers or anyone under 21 years of age.

Name	Address	Telephone Number	No of Years Acquainted	Occupation
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

