

SALINAS VALLEY FAIR, INC.

Duty Statement for Fair Maintenance and Janitorial Aide

- I. The Salinas Valley Fair strives to maintain and promote its facilities in a manner that encourages year-round use and to annually produce a fair that showcases the area's agriculture and other talents of its culturally diverse communities.

Working Title: Maintenance and Janitorial Aide

License or Other Requirement: Drivers

II. **Essential and Non-Essential Job Function**

Under the direction of the CEO and/or lead of the Maintenance Worker, the Maintenance Aid, will perform manual labor duties on the Salinas Valley Fair Buildings and grounds.

A. Essential Job Functions

Function #1 Grounds keeping and janitorial

- Set out trash cans and garbage bins.
- Clean up and empty trash cans and garbage bins.
- Clean, repair, and paint platforms, walls, bins and benches.
- Clean livestock areas and picnic areas

Function #2 Building janitorial

- General cleanup of building before and after events
- Sweep, mop and polish floors and clean windows
- Clean restrooms before and after events
- Moving Tables and Chairs (individual & in racks)
- Empties trash cans and garbage bins
- Painting buildings or items as needed

Function #3 Landscaping

- Pull weeds, mow the lawn, and edge sideways
- Trim trees and bushes
- Clean and hose down walkways and driveways
- Clean up debris, fill large garbage containers
- Water landscaping by hand or set sprinklers as directed

Function #4 Miscellaneous Assistant

- Set up/take down of events
- Carpentry work when needed, only if skilled or trained to use tools for job

Function #5 Miscellaneous Duties

- Perform miscellaneous duties as requested by Supervisor.

III. **Work Environment**

- Work is done outside and also inside fairgrounds buildings
- Most work is performed during day time hours. Some crews will be assigned overnight shifts.
- Each crew will be assigned a supervisor. Depending on crew Supervision by Fair Maintenance Supervisor, Janitorial Supervisor or Groundskeeper.
- Equipment/tools available to accomplish tasks.

IV. **Employee's Statement** (Initial)

_____ I have read and understand the duties and essential functions of the position and I agree that I am capable of carrying out all of duties described.

_____ I have read and understand the duties and essential functions of the position and feel that I will need modification/adjustment to some of the jobs required.

Employee Signature (Date)

Supervisor Signature (Date)