Kissimmee Valley Livestock Show & Osceola County Fair, Inc.
General Maintenance/Custodial Job Description

In general, it is the responsibility of members of the Maintenance/Custodial team to clean and care for all buildings and grounds associated with the KVLS Pavilion. In addition, individuals shall assist with the set-up, tear-down, and clean-up of all KVLS Sponsored special events, including but not limited to the annual Osceola County Fair, Kowtown Classic, and Halloween Trunk or Treat. Workers will also assist with the set-up, tear-down, and clean-up of all facility rentals and events held during those rental times. Depending on the type and length of any such event, individuals may be expected to work additional hours and outside the traditional work week.

The KVLS Pavilion is located in Osceola Heritage Park which is managed by SMG Event Services. As KVLS is considered the leasee and SMG the Property Manager, any large project needs (examples; roof repair, electrical wiring, heating and cooling repairs) should be reported to the KVLS Office immediately so that they may relayed to SMG for repair and updating. However, if it is economical and feasible for our Maintenance Team to make repairs and corrections, they should do so appropriately. (examples: changing light bulbs, re-setting breakers, tightening plumbing hardware) If individuals are unsure they should communicate with KVLS Management. If individuals are unsure if their experience and skill set is compatible with the repair, they should communicate with the KVLS Management. Also, there may be times the KVLS Board of Directors elects to make updates or repairs to the facility outside of SMG's routine considerations. (examples: building new tie-out building, updating sound system) In the majority of these cases, a licensed professional will be hired to complete the project. However, the Maintenance Department will be expected to assist with the bid process, assisting potential contractors with question regarding the project, giving them a tour of the facility, etc. They should also assist KVLS Management by communicating any concerns they have throughout the project and checking in on the project throughout the process. A few, smaller projects, may be completed using KVLS volunteers and our Maintenance Department. In all cases, KVLS Management will consult with members of the Maintenance Team prior to starting said project to ensure they are comfortable and their skill set matches the needs of the project.

Requirements

Valid Florida Driver's License	High School diploma or equivalent
Positive Attitude	Attention to Detail
Willingness to Work	Attention to SAFETY
Dependability	Fiscal Responsibility
Communication	Ability to lift a minimum of 25 pounds without assistance

General knowledge of building and grounds maintenance
Ability to operate small tractors, Bobcat, and similar equipment or the willingness to learn

Members of our Regular Maintenance Team will receive the following;

Average 30 hour work week. Additional hours will be required before and after large events including, but not limited to, the annual Osceola County Fair in February.
Annual Review with Salary Consideration – October
Bonus Opportunities
Overtime Pay at 1 ½ times regular hourly rate for all hours worked over 40 during the normal work week (Sunday – Saturday).
Flexibility in Scheduling with prior communication with KVLS Management
1st Opportunity to work additional hours during special events, as needed

Routine Responsibilities

Daily
Clean all rooms of the KVLS Office to include waste baskets, floors, windows, etc.
Check all restrooms and clean and restock as required.
Check all interior waste baskets and dump, clean and re-bag as required.

Maintain cleanliness and neatness of all areas.
Pick up exterior trash and place in proper containers. (Including KVLS fenced area, parking lot, and area located immediately surrounding our facility.)
Perform interior and/or exterior maintenance as required.
Secure all locks and exterior doors, with the exception of the main office (if occupied) prior to leaving the building each evening.
Check all lights and make sure they are in the off position, unless being used by another individual or on a timer, prior to leaving.
Set-up and tear down of all special functions.
Assist, as needed, for 4-H or Extension set-ups of special functions.
Assist KVLS Management as requested and may be required from time to time.

Weekly/Monthly Responsibilities – The following items need to be considered on a regular, continuous basis. It is the job of the Maintenance Team to ensure they are tended to, as their schedule allows, but remain a proper priority.
Vacuum/Shampoo all carpeted areas.
Schedule or perform maintenance on all tables, chairs, and power equipment including, but not limited to, blowers, tools, golf carts, mule, and bobcat.
Check the cleanliness of entire facility and perform necessary maintenance; sweep, cobwebs, lights, scrub floors, power wash buildings, sidewalks, etc.
Maintain and clean all bleachers including both the portable bleachers stored outside, and inside arena seating.
Performs minor repairs such as changing light bulbs and unstopping toilets.
Tour exterior of facility paying attention to items such as electrical boxes, water spigots, gutters, roofing, etc. making necessary corrections and/or reporting problems to KVLS Management and SMG.

Special Events
Before all special events, restrooms should be checked, restocked, and clean.
Dependening on the event, signage may be necessary and should be hung accordingly.
Tables, chairs, bleachers, cages, paneling, etc. will need set-up per request.

Tear-Down/Clean-Up
All tables, chairs, bleachers, cages, paneling, etc. shall be cleaned and restored appropriately.
All areas of the facility will need to be cleaned accordingly, i.e. restrooms cleaned and restocked, carpets vacuumed and shampooed, arena seating swept and mopped, concession stand cleaned and mopped, concrete floors power washed or mopped as appropriate.
Signage taken down and stored accordingly.

This list should serve as a basic outline but is not all-inclusive. Members of the KVLS Maintenance Team shall remember that during special events and during facility rentals, customer service is valued above all else. They should make efforts to tend to the needs of the customer at all times. Should there be any question with regards to a customer's request, they should always consult KVLS Management. Our events are constantly changing and therefore duties can change. KVLS Management will communicate those changes with the Maintenance Team as often as possible. Weekly team meetings will be held and an open door policy established. If you have questions, ASK.

This is an active job, bending, lifting, pulling, climbing etc. are all parts of the daily requirements. If at any time, a member of the KVLS Staff is NOT able to perform these tasks, they should contact KVLS Management immediately. Also safety should be the number one priority when performing all tasks. If it is not safe do NOT do it.

Always ask before making purchases of any kind. Always let management know if help is needed.

ADA Requirements

ADA requirements may vary depending on work required.

Physical Demands: Medium to heavy work, ability to see, hear, and talk. Ability to lift (weight requirement determined by work required to be done at certain times of the year), grasp, push, pull, handle, reach overhead, climb, balance. Ability to traverse uneven, wet, or broken terrains.

Environmental Demands: General outside work. Ability to tolerate inclement weather including heat, humidity, cold. May require exposure to chemicals, dust, insects, fumes, or noise. Individual may be required to work within close quarters (not with) to livestock animals.

Mental Demands: Ability to read, hear and comprehend safety instructions, procedures, memos, and written directions. Ability to write simple sentences relaying information. Ability to perform basic math such as addition and subtraction. Ability to communicate with the general public.

Individuals interested in this position should email a complete resume to KVLSnOCF@gmail.com. The position will be open until filled.

Applicants may list KVLS Members/Directors as a reference if applicable, but should refrain from contacting any Member/Director directly, regarding employment opportunities.