



## **Outdoor Maintenance Personnel**

### **Main Functions:**

Working at Blue Heron - Tobermory, Outdoor Maintenance Personnel aid in maintaining the grounds at all locations of the Blue Heron Company and helps with other tasks throughout the company when assistance is required.

### **Reports to:**

General Manager – Ashley Miller

### **Job Duties:**

Outdoor Maintenance Personnel perform some or all of the following duties:

- Go to all stores, boats, motel, and Beavertails to pick up any garbage and/or cardboard. Bring the garbage and the cardboard to the dumpsters at the motel parking lot, ensuring the cardboard is broken down and flat before going into the cardboard dumpster.
- Take a garbage bag and garbage sweeper and walk all around the motel, stores, and boat docks picking up any garbage and sweeping up all cigarette butts.
- Sweep the cement steps at the motel and at Beavertails. Also sweep the Beavertails patio, the Ticket Booth patio, and the boardwalk in front of the boats.
- Fill all brochure boxes at all the ticket booths in the parking lots.
- Wash down all the benches around Beavertails in order to remove the grease.
- If required and if time permits, clean up the tool room – placing tools and supplies that are lying out on the tool bench in the appropriate location.
- Restock motel supplies from the cave when necessary.
- Clean and organize shelves in the cave.
- Go around to all locations and ask the manager or a staff member in charge if they need assistance with anything at their location.

### **Essential Skill Requirements:**

- Ability to work with minimal supervision
- Continuous learning
- Ability to locate and find needed information without direct supervision
- Ability to work with others
- Punctual, meticulous and reliable
- Knowledge of the Tobermory area to answer questions from patrons

### **Working Conditions:**

- No shifts will begin before 7:00am or end after 10:00pm.
- Outdoor Maintenance Personnel entitled to a ½ hour unpaid lunch and two 15 minute coffee breaks paid time – but the time this is taken should be flexible – when working a 5+ hour shift
- Outdoor Maintenance Personnel are frequently working outdoors, exposed to noise and a regular flow of people.

Agreed & Accepted By: \_\_\_\_\_ (Name Please Print)

\_\_\_\_\_ (Signature)

Date: \_\_\_\_\_



## Outdoor Maintenance Personnel Daily Tasks

Daily tasks include but are not limited to the following:

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