

**THE KEYSTONE NEIGHBOURHOOD COMPANY**  
**Job Description**

Position: Village Operations Staff

Benefits: Health, Dental, Vision, with generous cost sharing. Long Term Disability and Life Insurance paid for by company. Winter uniforms provided including gloves and \$100 boot allowance. Sick and Vacation time will begin accruing after 30 days. Ski Pass and other benefits.

Shift: Day shift from 5:00 a.m. to 1:30 p.m. or 6:30 a.m. to 3:00 p.m.

Location: River Run Village base area and neighbourhoods to the East in Keystone, Colorado

Summary: Perform a variety of duties involved in the daily operations of KNC property areas including: basic maintenance, snow removal, trash removal, event and Warren Station support.

Duties:

- Daily swimming pool and hot tub maintenance
- Cleaning, sweeping, trash picking
- Trash removal (throughout village, commercial areas and outlying neighbourhoods)
- Basic maintenance of assets
- Snow removal (shoveling, hauling, including equipment operation)
- Festival and Warren Station event set up and tear down. Including, but not limited to, bar, restroom & window cleaning, mopping & vacuuming, table & chair set up/take down, trash & recycle removal, general building maintenance. Outdoor event/festival set up including, but not limited to, tent set up and sand bagging, portable bar installation
- Ability to work indoors in conference and private event settings.
- Guest information
- Assist in upkeep and repair of vehicles and machinery

Skills Required:

- Must be able to perform strenuous physical activity
- Ability to lift 50 – 80 pounds routinely
- Ability to learn to operate machinery including bobcats, trucks and ATV's
- Ability to work outdoors and in severe weather conditions

<u>Amount of Time</u>	<u>None</u>	<u>Up to 1/3</u>	<u>1/3 to 2/3</u>	<u>2/3 and more</u>
Standing			XX	
Walking				XX
Sitting		XX		
Use fingers, hands				XX
Reach w/hands/arms				XX
Climb or balance		XX		
Stoop, kneel, crouch, crawl			XX	
Talk or hear				XX
Taste or smell	XX			
Vision		Close, distance, color, peripheral vision; depth perception and ability to adjust focus		

Other Requirements:

- Must be able to work weekends and holidays
- At certain times of the year (including snow days and festival weekends), may be asked to work hours outside unscheduled hours.
- High school education or equivalent
- Must have a valid U.S. Driver's license that will pass insurance verification
- Must be able to work within a culturally diverse workplace

Apply: Visit our web site at [www.keystoneneighbourhood.com](http://www.keystoneneighbourhood.com) (see link below) and complete the application under KEYSTONE EMPLOYMENT OPPORTUNITIS at the bottom of the home page. You can fax to 970-423-8995, email to [info@keystoneneighbourhood.com](mailto:info@keystoneneighbourhood.com) or drop off at 140 Ida Belle Drive, Suite F4 Keystone, CO. 80435.

**<http://www.keystoneneighbourhood.com/>**