

THE KEYSTONE NEIGHBOURHOOD COMPANY
Job Description

Position: Village Operations Staff

Benefits: Wage range for this position is \$19 to \$22 per hour DOE. Health, Dental, Vision, with generous cost sharing. Long Term Disability and Life Insurance paid for by company. Sick and Vacation time will begin accruing after 30 days and/or follows all State and Federal regulations. Winter uniforms provided including jackets, hats, winter pants, radio vest, gloves, and \$100 boot allowance. Ski Pass and other benefits

Shift: TBD

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
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