

Job Title: Night Security / Maintenance Worker

Department: Maintenance

Reports to: Facilities Manager

The safety and security of the guests and co-workers at Capon Springs and Farms is a top priority. Capon is currently seeking part-time night security/maintenance workers, to cover the second and third shift. In this role you will be responsible for ensuring the security of Capon's guests, team members, and company assets, while also performing routine and preventative maintenance tasks, and providing exceptional customer service by answering guests questions and assisting with issues or emergencies during the evening/night shift.

Capon Springs and Farms proudly offers a rich history, steeped in tradition and a commitment to our guests and co-workers. We invite you to learn more about our culture and company at www.caponsprings.net.

Key Areas of Responsibility:

- Provides resort security by patrolling grounds and buildings.
- Performs minor repairs to interior and exterior structures, electrical, plumbing, and heating and hot water systems.
- Checks maintenance request box at the main office at the beginning of the shift and periodically checks in at the front desk for maintenance/security requests.
- Prevents the theft, damage, or misuse of property; protects items on facility grounds; prevents loitering.
- Patrol's grounds and makes a floor-by-floor check of buildings to detect security issues.
- Inspects buildings to assure that they are properly secured and to detect and prevent fire hazards.
- Acts as the first point of contact in emergency situations and follows standard emergency procedures. Notifies police, fire department, or other appropriate authority of situations requiring immediate attention.
- Periodically checks equipment and troubleshoots any operational problems. Completes repairs or replacement as assigned.
- Contacts Maintenance Supervisor or Facilities Manager in case of emergency or issues needing immediate attention.
- Assist guests by answering phones, taking messages, responding to requests, and assisting with late check ins and showing guests to their rooms.
- Other duties as assigned by the maintenance supervisor or facilities manager.

Education:

- High School diploma or equivalent.
- Vocational degree in a maintenance field is a plus.

Experience:

- Experience in a security, maintenance or related field is preferred.

Knowledge and Characteristics:

- Valid driver's license and an acceptable driving record due to operating company vehicles.
- Ability to pass a background check.
- Ability to lift up to 50 lbs.
- Able to safely operate basic hand and power tools such as hammers, screw drivers, wrenches, drills, etc.
- Ability to move in a full range of motion and able to stand or sit for extended periods of time.
- Ability to maintain professional, courteous working relationships with co-workers.

Terms of Employment:

This is a part-time seasonal position with the possibility of year-round employment. Positions will be second shift (3:30 pm - 12:00 am) and third shift (11:30 pm - 8:00 am). Days will vary and may include some weekend and holiday work. Work will be indoor/outdoor and may include working in inclement weather conditions. Salary based on experience and education.

This job description is not intended to and does not create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.