

**AirFX Trampoline Park
Job Description**

Job Title: Maintenance Coordinator

Reports to: Chief Operations Officer

Date Prepared: April 2016

SUMMARY

Under the direction of the Chief Operations Officer, the maintenance coordinator will be responsible for day-to-day maintenance and cleaning of the facility. Primary responsibility is helping maintain a clean and safe environment for our customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for completing all maintenance request sheets
- Responsible for completing daily, weekly, monthly cleaning checklist
- Responsible for completing daily, weekly, monthly maintenance checklist
- Mow and trim grass
- Responsible for plowing and shoveling of facility
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Requirements

- Flexible schedule
- Ability to work alone
- Excellent problem-solving skills
- Strong organization skills with the ability to multi-task; ability to change focus
- Excellent written and verbal communication skills
- Demonstrated follow-through skills.
- Strong work ethic
- Self-motivation to achieve goals.

Experience/Education

- Plow driver experience a plus
- High School diploma required

Physical Demands

- The physical demands described here are representative of those that required by an associate to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.
- While performing this job, the associate is regularly required to stand; walk; use hands, talk, hear and taste or smell.
- The associate frequently is required to reach with hands and arms; occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl.
- The associate must occasionally lift and/or move up to 75 pounds.
- Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Associate
Acknowledgment _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements inherent in the occupation.