

Wellville Club & Courts

Facility Maintenance and Cleaning Specialist

Department: Club Operations - confirm

Reports To: Akaylah Jaeke

Employment Status: Part-Time

FLSA Status: Nonexempt

Supervisory Responsibilities: None

Position Summary

The Facility Maintenance and Cleaning Specialist helps keep Wellville Club & Courts clean, safe, attractive, and ready for members, participants, employees, and guests. This hands-on position performs routine custodial work, cares for sports courts and fitness areas, completes basic preventive maintenance, and handles minor building repairs throughout the approximately 23,000-square-foot facility.

The specialist uses practical handyperson skills to address routine concerns such as drywall damage, paint touch-ups, loose hardware, minor fixture problems, and equipment adjustments within the employee's training and authority. The position regularly inspects the building, documents completed work, reports hazards promptly, and helps coordinate qualified vendors for repairs that require specialized or licensed expertise.

Essential Duties and Responsibilities

- Follow an established daily, weekly, monthly, and seasonal cleaning and preventive-maintenance schedule, adjusting priorities for facility use, leagues, tournaments, and special events.
- Clean and disinfect restrooms, locker rooms, showers, changing areas, sinks, toilets, urinals, mirrors, partitions, dispensers, and other fixtures.
- Clean and sanitize the large sauna, including benches, walls, floors, doors, handles, controls, and other high-touch surfaces, according to manufacturer instructions and Wellville procedures. Use only products and methods approved for sauna materials and high-temperature environments.
- Inspect the sauna during assigned cleaning rounds for excessive moisture, unusual odors, damaged wood or hardware, loose components, ventilation concerns, unsafe temperatures, and problems with the heater, controls, door, lighting, or safety devices. Restrict access when needed and promptly report concerns; do not repair sauna heating, electrical, ventilation, or control systems unless specifically trained, qualified, and authorized.
- Clean fitness areas, offices, lobbies, hallways, viewing areas, staff spaces, storage rooms, and other assigned locations.
- Wipe and disinfect fitness equipment, mats, benches, railings, handles, touchpoints, and other shared surfaces using products and methods approved for the material and equipment.
- Vacuum carpets and entry mats; sweep, dust mop, damp mop, spot clean, and machine-clean floors as appropriate for each surface.
- Empty trash, recycling, sanitary-product, and other waste receptacles; replace liners and move waste to designated collection areas.
- Respond promptly to spills, tracked-in moisture, broken glass, bodily fluids, and other cleaning or safety concerns using required precautions and procedures.
- Restock paper products, soap, sanitizer, liners, and other member-use supplies before they run out.
- Complete periodic detail cleaning, including windows and glass, baseboards, vents and grilles, walls, doors, high-touch surfaces, and accessible overhead areas.

- Dust mop, sweep, or clean sports courts at the frequency required by facility use and the court-surface manufacturer's instructions; promptly remove dust, debris, spills, moisture, scuffs, and other contaminants using approved products and equipment.
- Inspect court surfaces, seams, lines, nets, standards, padding, goals, baskets, glass, dividers, anchors, and nearby areas for wear, damage, stability, and safety concerns.
- Assist with routine setup, takedown, adjustment, and storage of court equipment when needed, and report damaged or missing equipment promptly.
- Never apply an unapproved chemical, finish, wax, abrasive, excess water, or machine to a sports surface; follow the specific care instructions for each hardwood, synthetic, rubber, tile, or other surface in the facility.
- Inspect public areas, entrances, exits, storage areas, lighting, plumbing fixtures, doors, locks, walls, ceilings, furnishings, and equipment for cleanliness, damage, leaks, unusual sounds or odors, and other concerns.
- Complete minor repairs within training and authorization, such as patching, sanding, and painting drywall; touching up paint; tightening or replacing handles, hinges, stops, latches, hooks, and other basic hardware; assembling furniture; and making minor carpentry adjustments.
- Replace accessible light bulbs, batteries, filters, ceiling tiles, and similar consumable components when trained, authorized, and safe to do so.
- Perform basic troubleshooting and routine preventive-maintenance tasks using equipment manuals, checklists, and Wellville procedures.
- Identify work that requires a licensed trade, specialized equipment, warranty service, or an outside vendor; secure the area when necessary and notify management rather than attempting work outside the position's qualifications.
- Create or update work orders and maintenance logs, record inspections and completed tasks, and communicate unresolved concerns, supply needs, and repair recommendations to the supervisor.
- Provide authorized vendors with access and basic facility information, monitor work areas as assigned, and report completion or follow-up needs to management.
- Maintain organized custodial closets, maintenance areas, tools, replacement parts, and supply storage; track inventory and request replenishment in a timely manner.
- Use, label, dilute, store, and dispose of cleaning chemicals according to product labels, Safety Data Sheets, training, and Wellville procedures; never mix incompatible products.
- Use required personal protective equipment and follow procedures for ladders, hand and power tools, electrical hazards, bloodborne pathogens, spills, and other assigned work hazards.
- Place warning signs, cones, barriers, or other controls around wet floors, spills, repairs, damaged equipment, or unsafe areas until the condition is corrected.
- Keep entrances and exterior areas immediately surrounding the facility clean and free of litter and obvious hazards.
- **Confirm whether this role performs snow and ice removal and basic grounds care**
- Support facility opening, closing, event changeovers, emergency cleanup, or urgent maintenance needs as assigned.
- Report injuries, incidents, property damage, suspected mold or water intrusion, pest activity, security concerns, and conditions that could interrupt operations promptly.
- Follow Wellville safety, sanitation, security, emergency-response, key-control, confidentiality, and facility-access procedures.
- Interact courteously with members, participants, guests, vendors, and coworkers and respond appropriately when cleaning or repairs affect an occupied area.
- Perform other related duties consistent with the position.

Required Qualifications

- Previous experience in custodial services, commercial cleaning, property maintenance, building maintenance, facilities operations, or a related hands-on role.
- Demonstrated handyperson skills and ability to safely use common hand tools for minor drywall, painting, hardware, assembly, and basic carpentry tasks.
- Working knowledge of cleaning methods, sanitation practices, cleaning chemicals, and equipment used in a public facility.
- Ability to learn and follow surface-specific care instructions for sports courts, fitness flooring, equipment, and facility finishes.
- Ability to recognize hazards, determine when an area should be restricted, and promptly report work that requires specialized or licensed assistance.
- Ability to read product labels, Safety Data Sheets, equipment instructions, checklists, and basic work orders.
- Ability to organize work independently, manage changing priorities, and complete routine tasks thoroughly with limited supervision.
- Strong attention to detail, reliability, initiative, sound judgment, and commitment to cleanliness and member safety.
- Ability to communicate clearly and professionally with supervisors, employees, members, guests, and service vendors.
- Ability to use a mobile device, email, checklist, or maintenance/work-order system used by Wellville.
- Ability to work [confirm typical schedule, including whether early mornings, evenings, weekends, holidays, or hours when the facility is closed are required].
- **Is a valid driver's license and acceptable driving record required?**

Preferred Qualifications

- Experience maintaining a fitness center, recreation center, gymnasium, sports complex, school, hospitality property, or other high-traffic public facility.
- Experience caring for hardwood, synthetic, rubber, modular tile, or other athletic and fitness flooring.
- Experience with basic preventive maintenance, drywall repair, painting, minor carpentry, plumbing-fixture troubleshooting, hardware repair, or equipment assembly.
- Training in chemical safety, bloodborne pathogens, ladder safety, powered cleaning equipment, or workplace hazard communication.
- **Experience using work-order, inventory, or preventive-maintenance software.Need?**

Knowledge, Skills, and Abilities

- Knowledge of custodial methods, disinfecting practices, cleaning chemicals, tools, equipment, and safe material handling.
- Knowledge of basic building systems and common signs of plumbing, electrical, HVAC, moisture, pest, hardware, and structural concerns.
- Ability to perform minor repairs neatly and select the appropriate tool, fastener, patching material, or paint for an authorized task.
- Ability to follow manufacturer instructions and avoid cleaning methods that could damage athletic floors, fitness equipment, finishes, or warranties.
- Ability to inspect an active public facility systematically and notice cleanliness, maintenance, and safety concerns before they become larger problems.
- Ability to prioritize urgent hazards and operational needs while completing scheduled cleaning and preventive-maintenance work.
- Ability to maintain accurate supply counts, task records, maintenance logs, and work-order notes.
- Ability to work around programs and members with minimal disruption and maintain professional discretion in locker rooms and changing areas.

- Ability to protect keys, access codes, tools, chemicals, and confidential facility information.
- Resourcefulness, care, integrity, efficiency, and pride in maintaining a clean and welcoming environment.

Physical Requirements

The physical requirements listed below are representative of those needed to perform the essential functions of the position, with or without reasonable accommodation.

- Ability to stand and walk for extended periods and repeatedly bend, stoop, squat, kneel, crouch, reach, twist, push, pull, and climb stairs while completing assigned work.
- **Ability to lift and carry up to 50 pounds and move heavier equipment or furnishings with assistance or appropriate moving devices.**
- Ability to operate vacuums, floor-care equipment, carts, mops, hand tools, and authorized power tools.
- Ability to use step stools and ladders within training and Wellville safety requirements.
- Ability to perform repetitive hand and arm movements and work in wet, dusty, noisy, warm, cool, or odorous conditions.
- Ability to visually inspect surfaces, equipment, fixtures, and building areas and respond promptly to hazards or urgent maintenance concerns.

Work Environment

This position works throughout an active fitness, sports, wellness, and recreation facility of approximately 23,000 square feet. Work areas may include courts, fitness spaces, locker rooms, restrooms, showers, a large sauna, offices, storage areas, entrances, mechanical or utility areas, and exterior areas immediately surrounding the building. The employee may work around members and events or independently during lower-occupancy and closed hours.

The employee may encounter cleaning chemicals, bodily fluids, dust, moisture, moving sports equipment, elevated noise, temperature changes, slippery surfaces, ladders, tools, and other ordinary custodial and maintenance hazards. Required training, personal protective equipment, warning signs, and safe-work procedures must be used.

Scope of the Position

The Facility Maintenance and Cleaning Specialist performs routine custodial work, inspections, preventive maintenance, and minor repairs that can be completed safely within the employee's training, tools, and authorization. The position may perform basic troubleshooting but does not independently complete work that requires a licensed electrician, plumber, HVAC technician, fire-protection professional, elevator technician, structural contractor, hazardous-material specialist, or other qualified trade.

The specialist must stop work, restrict access when appropriate, and notify management when a condition presents an immediate hazard, could damage the facility or equipment, may affect a warranty, or exceeds the employee's qualifications or authority. Management determines repair priorities, approves significant purchases, and authorizes outside service providers.

Equal Employment Opportunity

Wellville Club & Courts is committed to providing equal employment opportunities to qualified applicants and employees. Employment decisions are made without unlawful discrimination based on any status protected by applicable federal, state, or local law.