



Daanzho Restaurant and Hotel



Job Title:	Maintenance/Groundskeeper
Classification:	Part Time/Full Time, \$ 16.00 per hour
Reports to:	Maintenance Manager

General Description:

The Maintenance/Groundkeeper is a key position/skilled position that performs specific jobs and projects assigned by the Maintenance Manager. The Maintenance/Groundkeeper works independently with limited supervision. The Maintenance/Groundkeeper assists the Maintenance Manager with building projects and custodial duties when needed. This employee is directly responsible for any repair and/or replacement within his/her assigned area. The Maintenance/Ground Keeper reports directly to the Maintenance Manager.

Experience and/or Education:

- Must possess high school diploma or equivalent.
- Must possess a valid NM driver's license.
- One year experience of maintenance and other related work required.

Responsibilities:

- Responsible for assisting the Maintenance Manager/General Manager with all maintenance of all systems required to maintain the facilities, including preventative maintenance.
- Preventive maintenance for hotel and property needs.
- Upkeep and maintain the appliances in hotel rooms and other areas assigned by management.
- Assist with carpentry and plumbing duties as needed.

- Ability to apply commonsense understanding to carry out instruction furnished in written, oral, or diagram form.
- Ability to work with others or independently.
- Assist other management staff when needed for maintenance related duties, i.e. move and assemble furniture.
- Assist in snow removal.
- Responsible for groundskeeping on whole Daanzho property.
- Other duties as assigned by Maintenance Manager and/or General Manager.

Work Schedule:

The Maintenance/Groundkeeper is required to be on call to ensure the efficient operation of the Maintenance Department.

Physical Capabilities:

Must be able to stand, walk, bend, and stoop for extending periods of time. Must be able to lift up to sixty (60) pounds.

Confidentiality

It is the policy of Daanzho Restaurant and Hotel that all employees maintain any information obtained during employment, **strictly confidential**.

Email resume to: Jacob.martinez@daanzhorestaurantandhotel.com