



Clubhouse Maintenance / Housekeeper

El Caballero Country Club in Tarzana is looking to hire hardworking, physically capable individuals to join our Maintenance and Housekeeping Team.

Under the direction of the Maintenance and Housekeeping Supervisor and his assistants, safely perform routine manual labor involved in Clubhouse maintenance as well as operate small handheld equipment. Each laborer may be assigned responsibility for the care and maintenance of several designated areas of the Clubhouse and does related work as required.

Day Shift: 6:00 AM to 2:30 PM

Evening/Night Shift: 2:30 PM to 11:00 PM

Essential Job Functions:

This job description in no way states or implies that these are the only duties to be performed by the associate occupying this position. Associates will be required to perform any other job-related duties assigned by their supervisor.

- Responsible for the cleanliness of the clubhouse for guests
- Dusting and polishing furniture and fixtures
- Cleaning and sanitizing toilets, counter tops, and floors
- Assisting with kitchen needs
- Vacuuming and cleaning carpets and rugs
- Assure all club equipment is in proper order and repair/replace items as needed
- Basic knowledge of electrical, plumbing, carpentry, masonry, and painting.
- Keep sinks, shower, and other club appliances around the club clean.
- Assist with daily club facilities operations.
- Execute daily housekeeping responsibilities. Sweep, mop, take trash to designated bin, and clean windows.
- Coordinates well with co-workers and clubhouse team.
- Perform necessary repairs, inspections, and adjustments to interior/exterior club areas.
- Basic knowledge of construction tools.
- Ability to lift more than 25 pounds.
- Excellent customer service skills and the ability to remain calm in under pressure situations.
- Maintains routine records of all inspections, preventative maintenance and repairs performed on any equipment or system.
- Respond to all repair requests and maintenance concerns from members and staff
- Must follow all safety/OSHA Requirements

Job Requirements:

- Possesses a valid CA Drivers' License
- Reliable source of transportation to get to and from work
- Willingness to learn
- Hardworking, reliable, and self-motivating

- Ability to interact with coworkers, members, and management in positive, supportive, cooperative ways
- Ability to understand and comply with all safety rules and use appropriate safety equipment at all times
- Ability to stay on task and complete assignments with minimal supervision

Physical Requirements:

- The ability to operate the convenience cart in a safe manner, negotiating around other carts and tight spaces is required
- Physical demands are required for this position including heavy lifting and manual labor
- Ability to lift 50 pounds regularly and perform strenuous physical tasks under a variety of conditions
- From time to time, employee will be required to work in inclement weather, including but not limited to sun exposure, summer heat, and cold rainy conditions
- Standing, walking, twisting, turning, bending, squatting, stooping and talking, sitting, repetitive movement, writing, and telephone
- The noise level in the work environment is usually moderate to loud.

El Caballero Country Club is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status

Job Type: Full-time

Pay: \$15.00 - \$18.00 per hour

Benefits:

- Health Insurance
- Paid Time Off
- Dental Insurance
- 401(k) and 401(k) matching
- Vision Insurance
- Life Insurance

COVID-19 considerations:

Masks must be worn indoors at El Caballero regardless of vaccination status.