Special Olympics Michigan

Unified and Inclusion Center

**Facility Support Staff Part-Time Position Description**

**Facility Cleaning Staff purpose statement:**

The Special Olympics Unified and Inclusion Center is a one of a kind facility that will be the largest Special Olympics regional facility in the world once completed. It will also serve as a service hub to intellectually disabled people in Southwest Michigan by partnering with other non-profits that serve the community. For day-to-day operations and service to be at a high level daily cleaning and organization of the facility is essential.

**Job Duties:**

* Each Facility Cleaning Staff will be given a weekly and monthly task list. The expectation is that they work 10 hours weekly to accomplish their task list between 4 p.m.-6 p.m. each shift.
* Examples of tasks:
  + Taking out the trash to the dumpster
  + Wiping down surfaces
  + Vacuuming
  + Cleaning toilets, sinks, mirrors, and floors in restrooms
  + Running Floor Machine (if trained to do so)
  + Cleaning messes
  + Spreading salt near entrances and shoveling in winter
  + Replacing floor runners in winter
  + Giving tours of the facility to guests
* There will be additional opportunities to clean the fields, gyms, and others spaces from rentals.
* **Rate of Pay:** $12/hour to start
* **Annual Budget:** $7000
* **Additional Budget:** To be allocated after large events where additional cleaning is needed. External groups and partners will be charged for these. SOMI will need to budget for our own events.
* **Hours/Week:** 7 (Each FSS will work 3 hour shifts/week)
* **Reports to:** Facility Manager