



PROPERTY MAINTENANCE

PARTYMAN CATERING CORE VALUES

Happiness | Creativity & Innovation | Teamwork
Authenticity & Care | Work Ethic | Respect & Honesty

SKILLS FOR SUCCESS

- Understands and demonstrates Partyman's Core Values.
- Great problem-solving and adaptability skills.
- Exceptional verbal communication and leadership skills, including writing, speaking, and interpersonal skills.
- Excellent attention to detail.
- Initiative and ability to be proactive.
- Ability to work independently as well as on a team when needed.

JOB DESCRIPTION

The Maintenance Associate will be responsible for performing a variety of maintenance tasks to ensure the proper functionality and appearance of multiple venues and properties, including outdoor landscaping and grounds repairs as well as building and utility system repairs and preventative maintenance. This position will also assist before, during, and after events to support the company's primary focus. This person will be on call to problem-solve emergencies in the event situations arise. The Maintenance Associate reports to the Finance Supervisor and the Venue GM.

The ideal candidate will have experience in this field and a strong technical background with diverse knowledge. Excellent problem-solving skills and the ability to work well, both independently and as part of a team, will be important. Flexibility within the role and basic computer skills are a must. A valid NYS driver's license is required. This person should have experience operating basic machinery such as lawnmowers and small gas-powered machinery. Ability to operate small tractors and a plow truck is a plus as well.

PRIMARY DUTIES & RESPONSIBILITIES

- Ensure the level of cleanliness and maintenance meets expectations set forth by management.
- Conduct preventative maintenance tasks on equipment and utility systems to ensure longevity.
- Diagnose and schedule repairs for issues related to plumbing, electrical systems, HVAC, and appliances.
- Respond promptly to emergency maintenance requests, including evenings and weekends.

- Manage groundskeeping tasks including lawn care and general clean-up.
- Oversee subcontract workers for onsite projects.
- Communicate effectively with the property manager, leadership team, and contractors and provide clear explanations of maintenance issues and proposed solutions.

OCCASIONAL OTHER DUTIES MAY INCLUDE

- Assist with event operations as needed.
- Occasional maintenance of an additional private rental property.

JOB REQUIREMENTS

Education

- High school diploma or equivalent; technical or trade school certification is a plus.

Experience

- Minimum of 2 years experience in property maintenance or a related field.
- General knowledge of utilities such as plumbing, electrical, HVAC, etc.

Skills

- Technical proficiency in basic maintenance tasks such as plumbing, electrical work, carpentry, and HVAC systems.
- Excellent use of creativity and resourcefulness to assist in problem-solving.
- Great attention to detail and personal initiative.
- Exceptional communication and interpersonal skills.
- General knowledge of safety protocols and regulations.

Physical

- Physical fitness and stamina to perform manual tasks.
- Standing, walking, bending, and lifting through the shift.
- Ability to lift 50 pounds frequently and independently.

Other

- Valid driver's license and reliable transportation are required.

SCHEDULE REQUIREMENTS

- Schedule may fluctuate seasonally and based on event bookings.
- Weekend availability is a must.
- Peak-season (May - Nov): Part-time hours up to 32 hours as needed.
- Off-season (Dec - Apr): Part-time hours of 10-15 hours as needed.

COMPENSATION

Pay

- Competitive starting compensation and benefits commensurate with experience.
- Base rate range of \$17.00-\$21.00

Benefits

- 50% health, dental, and vision coverage reimbursement of a single plan.
- Up to 4% 401k retirement match.

- NYS Paid Sick Leave.
- Paid holidays.
- Paid vacation.

COMPANY CULTURE

- Monthly team building events, team lunches, and Cheers & Chill.
- Milestone and anniversary rewards.
- Employee scholarship opportunities.

EMPLOYEE REVIEWS

- New Hire Check-in to occur 30-60 days after employment inception.
- Thereafter, reviews occur annually during the Nov/Dec time period.
- Improvement plans and interventions as needed.