



(907) 586-4146

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[www.silverbowinn.com](http://www.silverbowinn.com)

**inn • bakery • restaurant • catering • cinema**

## **POSITION:**

Maintenance

## **PURPOSE OF POSITION:**

Under direction from office assistant/manager, general manager, and owner, performs general maintenance tasks of the Silverbow Inn, Bakery, Cinema, and Catering.

## **DUTIES/RESPONSIBILITIES:**

Responsible for completing maintenance tasks and lists as directed by owner that may include, but are not limited to: light carpentry, small motor repair, etc.

Responsible for completing special tasks.

## **KNOWLEDGE AND REQUIREMENTS:**

Must have general knowledge of maintenance work.

Must be able to function under limited supervision.

Able to communicate verbally, and understand and follow written and verbal instructions.

## **WORKING CONDITIONS:**

Silverbow Inn, 120 2<sup>nd</sup> Street

## **ASSIGNMENT/APPROVAL OF WORK:**

Receives direction and approval from owner.

## **RESPONSIBILITY/ACCOUNTABILITY:**

Directly impacts the day-to-day operation of the Silverbow Inn.