



HCCA

1815 Ward Avenue, La Crosse, WI 54601 | Phone: (608) 781-5744 | Fax: (608) 781-5011

HCCA is looking for a Memorial Staff

This position is responsible for supervising, provide customer service to renters. To serve as a resource, providing training in regard to the proper usage of the facility and its equipment. Provide useful information relating to the facility, such as open/close, turning on/off panel units, secure building, and enforce the HCCA's policy.

Job Description:

1. This position works with the HCCA's membership Coordinators and Personnel Committee with memorial service's operations to ensure the success of our programs and visitors' experience.
2. This is an on-call job of maximum of 15 hours per week, the work schedules including consecutive days off to insure fairness and flexibility.
3. Must be committed to exceeding family's expectations and possess an enthusiastic can-do attitude and strong work ethic.
4. Must be hardworking, reliable, self-motivated, and take pride in their work.
5. Weekend, nights and/or holiday hours may be required for on-call duties.
6. The starting salary is \$10.00 per hour with paid holidays and no benefits.

Education and Learning:

High School diploma or GED is required.

Work Experience:

Minimum of 2 year of prior experience in supervising or maintenance.

Description Duties & Responsibilities:

1. Responsibility for adhering to regulations and internal policies, as well as responding to escalating risk issues in a timely manner.
2. Reports all incidents, maintenance, and issues to Personnel Committee Chair.
3. Ability to exercise independent judgment and work independently.
4. Ability to read work instructions and schedules, warning signs, and labels.
5. Ability to retain and carry out multiple work assignments.
6. Facility maintenance to keep, restore or improve every part of a building, its services, and surrounds to a currently acceptable standard and to sustain the utility and value of the facility.
7. Shovel public walks and arrange for plowing as needed.
8. Maintain appropriate levels of approved cleaning supplies, paper supplies, replace light bulbs (as needed) and the replacement of HVAC filters.

Required Physical Demands:

1. Experience with event set-ups.
2. Must be able to lift up to 50 pounds on a regular basis.
3. Ability to repeatedly push, pull, reach, bend, twist, stoop, and climb ladders.
4. Must have sufficient physical strength and flexibility to lift and pour 5-gallon containers of chemicals, to empty buckets and to remove garbage, trash, and recycling from the buildings.
5. Ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
6. Ability to perform duties within extreme temperature ranges for snow and ice removal from entrances.

To apply, must submit your resume and a cover letter. If you have questions about the position or to apply, please contact our office at 608-781-5744 or email: shouathao@hmoobagency.org. Deadline to apply September 17, 2021 by 2:00 pm.