



Job Description

Position Title: Maintenance Staff
Department: Tennis
Direct Report: Facility Manager
Exempt Status/Class: Hourly
Status: Part-Time

Basic Functions

Reporting directly to the Facility Manager, the Maintenance staff helps oversee all functions related to the maintenance and upkeep of our facility. They work to ensure efficiency and perform general repairs and maintenance in all aspects of the facility including but not limited to cleaning of indoor and outdoor tennis courts, AC/Heating functions, building and maintenance systems and structures, trash, vacuuming, and all other aspects of maintenance. Plan, manage and perform all administrative and clerical tasks necessary for the operation of our maintenance department at Leftwich Tennis Center.

- Help with general facility maintenance operations inside and outside of Tennis Center
- Clean outside courts
- Set up and take down for events at the Tennis Center
- Build and support an effective work environment
- Teach and cultivate the Club core values

Qualification Requirements

- Minimum of 2 years of experience required with facility maintenance success
- Proven success in facility maintenance, capital projects, world class look to structures
- Excellent written and verbal communication skills

Customer Experience Statement

Our number one goal is to provide outstanding customer experiences. Every Tennis Memphis employee is expected to be a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile.

Physical Requirements

Repetitive keyboard activity and sitting at computer; standing and moving on court for extended periods of time, might be possible. Office is located in the Leftwich Tennis Center. Regular communication and contact with employees, players, and others.



Essential Functions

1. Help sweep indoor courts with court sweep when needed
2. Help pressure Wash outdoor walkways when needed
3. Help sweep indoor walkways on first and second floors when needed
4. Help keep exterior windows clean
5. Help empty, clean, refill water coolers for all courts each evening
6. Help to be sure facility AC/Heat working efficiently and if not, be in communication to get fixed when needed
7. Help identify repair and maintenance projects requiring the assistance of contractors or vendors
8. Maintains a broad working knowledge of materials, systems and code requirements related to maintenance of facilities
9. Set up and take down for events- includes but not limited to chairs, tables, linens, and other items as needed
10. The ability to perform tasks under occasional stress while maintaining a pleasing image to patrons and employees.
11. The ability to independently resolve issues and achieve operational goals and objectives.
12. Highly organized and maintains a high level of professionalism at all times.
13. Perform all other duties as assigned.