**Crew Leader/General Labor Job Description**

**Qualifications:**

* Must have a minimum of high school diploma, GED or be trained through IH intern program.
* Knowledge & Skills: Must be about to perform the job duties listed below
* No minimum experience required.
* Ability to work in a fast paced, dynamic environment.
* Reports to: Designated Area Manager.

**Crew Leader**

1. Coordinates, organizes, and directs the activities of project participants.    
2. Provides training and technical assistance in specific project area.  
3. Prepares supplies and equipment inventories; purchases materials as needed.  
4. Tracks participant attendance, evaluates performance and records participant progress.  
5. Responsible for workflow, record keeping, tools and vehicle maintenance depending upon specific  
project.  
6. Collaborates with co-workers on projects.

**General Labor**

Laborers perform a variety of tasks at all kinds of construction sites. Tasks that require little skill can be learned quickly. Other tasks require considerable experience or training. General laborers are often required to work outside in all kinds of weather or in buildings without heating or air conditioning. Some tasks are dangerous, including removing lead, asbestos or chemicals.

**Responsibilities of position:**

The job duties of a general laborer vary. They may include cleaning and preparing a job site, loading and delivering materials and using a variety of tools and machines, such as blowtorches, forklifts, levels, lifts, power drills, grinders, saws, pressure washers and water spraying equipment. Laborers set up and take down ladders, scaffolding and other temporary structures. They help carpenters, masons and other specialized contractors.

At road construction sites, general laborers may control traffic. They set up markers, cones and barricades and may flag vehicles to control the traffic flow.

**Requirements/Skills:**

General construction laborers must have physical strength, hand-eye coordination and endurance. Laborers must also be able to concentrate on their tasks. The ability to understand and communicate information is also essential.

**Cleaning Services**

Responsible for cleaning houses, offices and bathrooms. Vacuums, washes dishes, sweeps floors, launders clothes, cleans and scrubs counters, and dusts surfaces.

**Responsibilities of position:**

* Clean houses with a variety of chemicals, disinfectants, and machines.
* Vacuum hardwood floors and carpet.
* Sweep up debris.
* Clean toilets with toilet brush and chemicals.
* Wash soiled clothes and linens.
* Place fresh linens on bed.
* Wash, fold, and stock towels.
* Scrub stains, mold, and mildew from surfaces.
* Empty wastebaskets and take out trash.
* Wash dishes and put dishes away in cupboards.
* Throw out expired food in fridge.
* Clean up after pets.
* Clean upholstered furniture and drapes.
* Dust tables, wood surfaces, and shelves.
* Clean and dust window treatments.
* Polish silver.
* Wipe down appliances.
* Stock kitchens with groceries and condiments.
* Mop, polish, and wax floors.
* Restock house with cleaning supplies.
* Replace burned out light bulbs.
* Wash baseboards, walls, and ceilings.
* Sweep driveways and walkways.
* Disinfect equipment and supplies.
* Turn mattresses, plump pillows, and change cushions.
* Refresh flower vases.

**Lawn Care Crew**

**Responsibilities of position:**

* Operate vehicles and powered equipment, such as mowers, tractors, twin-axle vehicles, snow blowers, chain saws, electric clippers, sod cutters, and pruning saws.
* Mow or edge lawns, using power mowers or edgers.
* Shovel snow from walks, driveways, or parking lots and spread salt in those areas.
* Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
* Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes.
* Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.
* Gather and remove litter.
* Maintain or repair tools, equipment, or structures, such as buildings, greenhouses, fences, or benches, using hand or power tools.
* Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders.
* Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, burial sites, or other grounds features.

**Requirements/Skills:**

* Operation and Control - Controlling operations of equipment or systems.
* Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
* Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* Speaking - Talking to others to convey information effectively.

Any employee wishing to resign is required to furnish a written notice of such intention addressed to the employee’s immediate supervisor and the Human Resources Department. All employees are entitled to all earned, unpaid salary. All termination pay will be distributed to the employee on the next payday following the termination. This position requires a 2 week resignation notice.