

Ocala Tree of Life Application

NAME: First \_\_\_\_\_ Last \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Current position: \_\_\_\_\_ Date hired \_\_\_\_\_

Date left your last position: \_\_\_\_\_

Educational background: \_\_\_\_\_ high school \_\_\_\_\_ college (please list major) \_\_\_\_\_ other applicable education  
(Please list) \_\_\_\_\_

Your Strengths that apply to this position: \_\_\_\_\_  
\_\_\_\_\_

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Are you comfortable using the internet \_\_\_\_\_  
Technology applicable to this position that you are familiar with: \_\_\_\_\_

List software tools you are familiar with that would benefit this position \_\_\_\_\_

Other information you would like to add (optional) \_\_\_\_\_

Why is this position a good fit for you \_\_\_\_\_-?  
\_\_\_\_\_

References: please list 3 references with addresses, and phone numbers, email address

1. \_\_\_\_\_ Name  
\_\_\_\_\_ Address  
\_\_\_\_\_ Phone Number  
\_\_\_\_\_ Email address

2. \_\_\_\_\_ Name  
\_\_\_\_\_ Address  
\_\_\_\_\_ Phone Number  
\_\_\_\_\_ Email address

3. \_\_\_\_\_ Name  
\_\_\_\_\_ Address  
\_\_\_\_\_ Phone Number  
\_\_\_\_\_ Email address

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## OCALA TREE OF LIFE SANCTUARY

Position Custodial/Maintenance for Ocala Tree of Life Sanctuary

### Essential Functions

- Sweep, mop, scrub, apply any maintenance to the floors, dust furniture, clean and sanitize restrooms, replace bathroom supplies, disposal of trash and garbage, disinfect surfaces, clean all rooms, clean kitchen, requisition supplies at least weekly.
- Utilize cleaning agents, tools and equipment according to label instructions with prescribed safety precautions and directions.
- Assist securing rooms, building, gates and facilities after daily use or servicing
- Keep courtyard maintained
- Move furniture and chairs as requested by the Rabbi, or Minister or President of the Board of Directors
- Inspect fire extinguishers monthly report any issues
- Flexible schedule
  - Take note of any facility maintenance issues or deficiencies and advise the President of the Board of Directors or his or her designee promptly
  - Replace lightbulbs as required
  - Arrange for or repair any maintenance issues with furniture, appliances or other property not the responsibility of the owner. Solicit approval for any proposed expenditures over \$50.
- Any additional duties that maybe assigned.

### Skills and Abilities

- Accuracy
- Communication ability to communicate effectively with others orally and in writing. Good listening and comprehension skills.
- Problem solving ability to find a solution for or to deal proactively with work related problems
- Ability to work under pressure

### Physical requirements

- Maybe required to push, pull, crawl, or lift 40+ pounds

### Working conditions

- Indoors/outdoors activities are required both inside and out

Equal opportunity employer