

Facility Set-Up & Maintenance Assistant

Department: Facility Rental

Employment Type: On-Call/As Needed (Number of hours available subject to maintenance and event calendars.)

Benefits: Not Available

Start Date: Immediate

Schedule: Primarily weekdays. Occasional Evening and Weekend availability required. Mutual flexibility in work schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Performs light maintenance, repair functions and janitorial/custodial duties to maintain the facility amenities. Assists in processing work orders, mainly related to facility maintenance (replacing light bulbs, pressure washing, painting, plumbing, and electrical troubleshooting). Some understanding of electronics/AV equipment desired. Performs event set-up procedures including placing tables, chairs and other furniture/equipment as needed for events. Provides various types of customer service support to meet the needs of a successful event. May include garden/facility closing activities.

EXPERIENCE:

Facility, hospitality, or event experience helpful but not required.

SKILLS:

Ability to work well in a dynamic environment responding to the various needs associated with supporting Maintenance, Facility Rental and Garden events; Ability to lift a minimum of 50 pounds without assistance.

EDUCATION:

High school diploma or GED

PERFORMANCE REQUIREMENTS:

Demonstrated commitment to adherence to garden standards, policies, and procedures; significant emphasis on reliability, teamwork, communication and responsiveness to Garden guests, volunteers and co-workers.