

MARIE SELBY BOTANICAL GARDENS



Position: Facilities Assistant
Reports to: Senior Director of Facilities and Security
Status: Non-Exempt
Shift: Full-time / 5 days per week, weekend shifts required

POSITION SUMMARY

The Facilities Assistant is responsible for maintaining the cleanliness of Selby Gardens' facilities for visitors and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Ensures overall positive presentation and experience of all physical facilities for visitors and staff.
- Monitors events and traffic flow of visitors throughout gardens and buildings, performing timely clean-up including emptying trash cans, cleaning restroom facilities, picking up trash, etc.
- Proactively maintains cleanliness of exterior hardscapes, including sidewalks and trash pick-up if necessary.
- Collects recycled materials, and ensures wastes is placed in the proper dumpster.
- Cleans public and office areas, including emptying trash, dusting, vacuuming, windows, etc. to ensure consistently clean and safe presentations.
- Regularly empties interior and exterior trash cans within gardens and public areas.
- Operate powered carts, floor cleaner and other light mechanical cleaning equipment.
- Perform COVID-19 specific cleaning and sanitization duties as assigned.

EDUCATION AND EXPERIENCE

- Previous janitorial experience required and light maintenance knowledge preferred
- HS diploma or equivalent preferred

QUALIFICATIONS

- Must be able to work independently, be self-motivating, and customer service oriented
- Must be punctual, reliable and willing to learn from others
- Must be professional and courteous at all times
- Ability to safely and effectively operate small motorized equipment
- Ability to work indoors and outdoors, in all weather conditions