

**Job Description: Facilities Assistant**

**Reports To:** Facilities Manager

**Status:** Part-Time

**Classification:** Nonexempt

**Salary Grade:** Hourly

**Starting Pay Rate:** \$15.00-\$18.00/Hr

**About Us**

Waterfront Botanical Gardens (WBG) is a vibrant and inclusive nonprofit organization devoted to connecting individuals with the splendor of the botanical world. Located in Louisville, Kentucky, WBG opened in 2019 and has developed approximately five of 23 total acres, which showcase a diverse array of plant collections and offer a peaceful urban oasis for visitors. At WBG, we are dedicated to providing exceptional educational experiences, fostering a deeper appreciation and understanding of plants, and contributing to a greener, more sustainable future for our community.

**Role Summary**

Must have weekend availability, as this is primarily a Saturday, and Sunday position, with the possibility of some days/evenings during the week. The Facilities Assistant, reporting to the Facilities Manager, will assist in the maintenance, repair, cleanliness, and safety of all building facilities, pathways, sidewalks, and parking areas on-site. This role collaborates closely with the events team to prepare, execute, and clean up after events and meetings, ensuring a seamless and welcoming environment for all visitors.

**Essential Duties and Responsibilities**

- Maintenance and Repairs:
  - Will assist in Maintaining equipment, furniture, and all physical spaces in buildings to ensure a safe, clean, and functional environment.
- Facility Management:
  - May assist in snow removal and de-icing plans for parking areas, entrances, and walkways.
  - Act as a contact and managing the on-site activities of external vendors, equipment service providers, deliveries, and maintenance contracts.
  - Operate equipment such as trucks, gators, golf carts, blowers, and cleaning equipment.
  - Assist with pre/post event cleaning and janitorial tasks including, but not limited to sanitizing and disinfecting, sweeping, mopping, dusting, trash removal, recycling and sorting materials, vacuuming, floor care, carpet care such as stain removal and window washing.
  - Disposes of all waste, including bulk trash removal from buildings and plazas.
  - Organize & maintain storage areas.
- Event Coordination:
  - Maintain daily communication with the events team, event vendors, and delivery personnel for event logistics
  - Set up and dismantle furniture for events, ensuring timely storage and maintenance.
  - Enforce garden and facility rules with all clientele during events.
- Contractor Management:
  - Assist in managing 3rd party contractors on-site, including cleaning companies, trash & recycle services, and mat services.
  - Ensure contracted services meet quality and safety standards and address any issues that may arise.
- IT & A/V Related Tasks:
  - Assist in Providing IT and A/V support, especially during event setup and teardown.

- Collaborate with the events team to ensure that all IT and A/V equipment is functioning correctly during events.
- Outdoor Water Features and Systems:
  - Assist Facilities Manager with outdoor water feature maintenance and systems checks, including plumbing, geothermal and HVAC systems.
- Administrative Responsibilities:
  - Address guest services inquiries, including managing the info line, returning phone calls, and resolving guest-related issues.
  - Assisting in maintaining the gate schedule.
- Additional Responsibilities:
  - Managing garden opening and closing procedures, including providing gate access to visitors, donors, board members, and event attendees as required.
  - Serve as a point of contact for volunteers (GG's) and interns, coordinating their activities and providing necessary support.
  - Undertake other projects or duties as assigned.

### **Qualifications and Experience**

- High school diploma or equivalent required.
- Relevant work experience preferred, but not required.
- Valid drivers license

### **Supervisory Responsibilities**

No supervisory responsibilities, unless designated to oversee specific volunteer projects and/or events.

### **Physical Demands**

- Must have the ability to sit, use hands to handle objects, and talk or hear frequently throughout the workday.
- Must have the ability to stand, walk, reach, and lift objects up to 50 pounds.

### **Work Environment**

- Must be willing to work flexible hours, including evenings, holidays, and weekends as needed.
- Ability to meet required work hours and deadlines.
- The role may involve exposure to varying work environments, including indoor and outdoor settings, while performing essential job functions.

**To apply, please send a résumé and cover letter outlining the candidate's experiences and strengths to [hjustice@waterfrontgardens.org](mailto:hjustice@waterfrontgardens.org)**

*The job description outlined above provides a general overview of the role's nature and level of work. It is not intended to encompass every responsibility, duty, or required skill associated with the position. This job description does not create a contractual agreement and does not modify the at-will employment relationship between the employee and the employer. The organization reserves the right to revise, modify, or amend any aspect of this job description as necessary and at its discretion.*