



# FREDERIK MEIJER Gardens & Sculpture Park

## JOB DESCRIPTION – FACILITY ATTENDANT (PT 25-29)

**Department:** Facility Attendants

**Supervisor:** Facility Attendants Supervisor

**Pay Type:** Hourly, Part-time 25-29 hrs/wk, Non-exempt **Last Reviewed:** February 2022

**Position Summary:** Responsible for making sure Meijer Gardens facilities are in outstanding condition each day and night as relates to cleaning and arrangement per building layouts and event diagrams.

### Essential Functions:

- Clean buildings located on the grounds of Frederik Meijer Gardens and Sculpture Park, according to daily assignments and project requests. This may include but not be limited to proper use of cleaning supplies, trash removal, restroom cleaning, dusting, vacuuming, carpet cleaning, scrubbing tile floors, window washing, mopping.
- Set up facility rental equipment & exhibit materials for internal and external functions both indoor and outdoor events
- Set up for outdoor functions i.e. concerts and outdoor rentals
- Provide effective and friendly service to our guests by serving their needs directly or providing service in support of others who are directly serving the needs of our guests
- Maintain stewardship of our environment by appropriate use of cleaning products, proper disposal of waste and efforts to avoid waste.
- Use computer to access information – e mails, diagrams, event schedules and timekeeping functions.
- Other duties as assigned by supervisor.

### Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and treating others with dignity and respect.
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests.

### Education and/or qualifications preferred:

**Education:** High school diploma or GED

**Experience:** Quality professional cleaning experience is desired but not required. Site specific training will be provided

**Skills/Knowledge/Licenses:** Basic computer literacy, ability to comprehend and deliver verbal and written instructions, able to work well independently and in group situations.

### Working Conditions:

- While performing the duties of this job, the employee is regularly required to sit, talk, and hear.
- The employee will be required to stand and walk.
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust and focus.
- The employee must occasionally lift 25 pounds and/or move up to 100 pounds. Assistance in moving over 50 pounds is recommended.
- Considerable reaching, stooping, bending, kneeling, and/or crouching is also required.

- When working the employee will be exposed to extreme temperatures, both hot and cold, noisy equipment, small spaces, and travel in extreme weather conditions.
- Work is done both indoors and outdoors.
- Varying heights and lifts are required for certain tasks.

**I have reviewed, and I understand, the job description highlighted above.**

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**Signature**

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**Date**