

Seasonal Part Time Housekeeper

Lewis Ginter Botanical Garden ♦ 1800 Lakeside Avenue ♦ Richmond, VA 23228 ♦ 804-262-9887

Direct Manager:	Operations Manager	Date Created:	10/6/16
Department/Group:	Guest Services / Operations	Job Category: (E or NE)	NE
Location:	Henrico, VA	Travel Required:	N
Level/Salary Range:	L8	Job Code/ Req#:	
Contact:	Justin Brown Justinb@lewisginter.org Fax:(804) 262-6329	Position Type: (FT / PT)	PT - Select Evenings during GardenFest 4pm – 10pm (weekend work required)
Date posted:	10/6/16	Posting Expires:	11/15/16

Job Description

Responsibilities:

- Cleans and maintains facilities including, but not limited to, cleaning and sanitizing restrooms and public areas, vacuuming, dusting, cleaning of windows, emptying trash cans, floor cleaning and maintenance, deep cleaning as requested.
- Cleans facilities, rental spaces, classrooms and equipment between functions.
- Keeps all storage areas clean, neat and orderly.
- Responds to requests of all departments/staff members for housekeeping and operations support as directed by supervisor.
- Sets and maintains high standards for the appearance of the interior and exterior of all buildings and public areas on a daily basis.
- Performs duties efficiently and effectively to include proper and safe use of cleaning supplies.
- Apprises supervisor of maintenance issues, repairs and supplies needed in a prompt manner.
- Uses departmental communication tools effectively and correctly including radios, clock in computers and task list schedules.
- Provides information and directions to visitors and guests of the Garden if able or appropriately directs them to the Visitors Center for assistance.
- Ensures compliance with all applicable garden policies, the employee handbook and federal and state laws and regulations.
- Ensures all mishaps, injuries and accidents are promptly reported to supervisor and Director of Guest Services.
- Ensures that all assigned duties are performed in a manner consistent with a public garden serving multi-generational families, and in accordance with directed practices and procedures.
- Performs all other duties as assigned by supervisor and senior management.

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Required:

- Good organizational, interpersonal, and communications skills
- Attention to detail
- Able to work independently without supervision and with a team
- Able to work evenings and weekends.
- Able to lift up to 25 lbs.
- Valid VA driver's license.
- US citizenship or valid green card

Desirable:

- Related work experience.
- Knowledgeable about carpet cleaning practices.
- Basic computer skills.

Education:

- High School Graduate or equivalent; a combination of experience and education will be considered.