



Seasonal Operations Assistant: Housekeeping

Manager:	Operations Manager		
Department/Group:	Operations	Job Category:	Category 3
Location:	Henrico, VA	Travel Required:	No
Level/Salary Range:	L8	Exempt/Non-exempt:	Non-exempt
Contact:	Justin Brown, justinb@lewisginter.org	Position Type:	PT (Seasonal): 30 hours/ week; Tuesday- Saturday 3pm-9pm
Date Posted:	September 22, 2017	Posting Expires:	Until Filled

Garden Overview

Lewis Ginter Botanical Garden was founded in 1984 as a community oriented, non-profit garden. After 33 years of rapid growth, the Garden now encompasses 82 acres, four lakes, 5,500 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. In 2016 we welcomed, taught, energized, and engaged over 450,000 guests with stunning botanical displays, inspiring exhibitions, entertaining activities, and over 900 formal and informal education offerings. We embarked on new and promising community engagement initiatives through the Beautiful RVA movement. We updated the strategic plan and completed our new master site plan. Our 100 full- and part-time staff joined with 650 volunteers and 13,700 member households to live into the Garden's mission to connect people through plants to improve communities.

We accomplish our mission through a broad variety of mission related activities and auxiliary business services. We try to pattern ourselves on extraordinary programs and institutions nationwide, and where there are no examples, we intend to lead. We aspire to be a Garden that is representative in every way of the diverse community we serve

Job Description

The Seasonal Operations Assistant in Housekeeping is responsible for assisting in day-to-day functions of the Garden including custodial and housekeeping duties. A successful candidate must have the ability to communicate effectively with staff of all levels and interact with Garden visitors and volunteers in a cheerful and positive manner. They must be able to work independently without supervision as well as alongside other members of the Operations team.

Responsibilities:

- Clean and maintain 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, and deep cleaning as requested
- Clean facilities, rental spaces, classrooms and equipment between functions
- Respond to requests of all departments/staff members for housekeeping and operations support, as directed by supervisor



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- Set and maintain high standards for the appearance of the interior and exterior of all buildings and public areas on a daily basis
- Perform duties efficiently and effectively to include proper and safe use of cleaning supplies
- Use departmental communication tools effectively and correctly including radios, clock in computers and task list schedules
- Provide information and directions to visitors and guests of the Garden or appropriately direct them to the Robins Visitors Center for assistance

Physical Demands / Working Conditions:

- Must be able to walk the Garden's campus in most weather conditions daily
- Must be able to lift objects up to 25 lbs. repeatedly

Note: Duties described above, other duties and physical demands have been identified as essential.

Required:

- Ability to work nights and weekends
- Reliable mode of transportation

Skills and Abilities

- Understands basic safety practices
- Maintains a professional appearance and attitude
- Excellent organizational, interpersonal, follow-through, and communications skills
- Able to work independently and with others; is self-motivated, detail-oriented, able to meet deadlines and set priorities
- Possesses a friendly and welcoming attitude towards visitors, coworkers, and volunteers
- Communicates effectively with Garden staff on issues, needs, and emergencies

Education and Experience

- High School diploma or GED is preferred
- Other combinations of education/experience appropriate to the job will be considered.

Each Employee of Lewis Ginter

- Must comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of their individual job descriptions
- Must perform all duties in a manner consistent with a public garden serving multigenerational families, and in accordance with directed practices and procedures o Must be aware of surroundings, and vigilant to any possible threat to the safety of visitors, volunteers, and staff or to their property and ensures all concerns are reported promptly
- Must report all mishaps, injuries and incidents immediately and ultimately in writing to supervisor(s) and to the Executive Director
- Must ensure compliance with all applicable federal and state laws and regulations
- Must perform other duties as assigned by supervisor

Please submit cover letter, resume and completed Lewis Ginter Job Application to Justin Brown,
JustinB@lewisginter.org