

OPERATIONS ASSISTANT



Direct Supervisor:	Operations Manager		
Department:	Guest Services / Operations	Job Category:	Category 1
Location:	Richmond, VA	Travel Required:	No
Level/Salary Range:	L8	Exempt/Non-exempt:	Non-exempt
Contact:	Justin Brown JustinB@lewisginter.org	Position Type:	Full time; 37.5 hours per week
Date Posted:	March 14, 2019	Posting Expires:	Until Filled

Garden Overview

Lewis Ginter Botanical Garden was founded in 1984 as a community oriented, nonprofit garden. After 34 years, the Garden now encompasses 82 acres, four lakes, 5,700 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 2018 we welcomed, taught, energized, and engaged over 390,000 guests with stunning botanical displays, inspiring exhibitions, entertaining activities, and over 1,000 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 continued priority project planning within the scope of the 2016 master site plan. Our 120 full- and part-time staff joined with 650 volunteers and 12,000 member households to live into the Garden's mission to connect people through plants to improve communities.

We do this through a broad variety of mission related activities and enterprise 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 Operations Assistant is responsible for assisting in day-to-day functions of the Garden, preparation and coordination for private and public events and exhibits, as well as custodial and housekeeping duties under the supervision of the Operations Team Leader. 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

- Set-up of tents, tables, chairs, etc., for all ongoing Garden events, including rental events and in-house functions
- Collect and remove all trash and litter from the buildings and grounds on a daily basis
- Clean and maintain the appearance of the interior of all buildings and grounds on a daily basis including housekeeping responsibilities
- Respond to requests of all departments/staff members for Operations assistance, as directed by supervisor

**LEWIS
GINTER
BOTANICAL
GARDEN**

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- Organize and maintain equipment and storage areas
- Assist with all components of the operations of the Garden
- Provide information and directions to visitors and guests of the Garden or appropriately direct them to the Robins Visitors Center for assistance
- General repair and maintenance of all structures, vehicles, equipment, and utilities
- Maintain accurate maintenance records
- Assist with special construction and maintenance projects
- Use departmental communication tools effectively and correctly including set-up sheets, scheduling task lists, clock-in computers and radios
- Installation and deinstallation of outside garden areas and inside facilities for Dominion Energy GardenFest of Lights to include: light installation, display set up, construction for securing displays, electrical testing, running extension cords, etc.

Required:

- Good organizational, interpersonal, and communications skills
- Ability to work nights and weekends
- Strong analytical skills and a self-motivated performer
- Reliable mode of transportation

Desirable:

- Related work experience
- Mechanical understanding and knowledge
- Basic Microsoft Office platforms experience

Each employee of Lewis Ginter Botanical Garden

- Must comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of their individual job descriptions
- Must conduct herself or himself and perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals and families, and in accordance with directed practices and procedures
- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff or to security of their property, ensuring that 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

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 50 lbs. repeatedly
- Must be comfortable working in elevated situations using ladders and lifts

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

Education and Experience

- High School diploma or equivalent

Please submit cover letter, resume, and Lewis Ginter Botanical Garden Job Application to Justin Brown, Operations Manager, JustinB@lewisginter.org