



# OPERATIONS ASSISTANT (Part-time)

<b>Direct Supervisor:</b>	Director of Facilities		
<b>Department:</b>	Operations	<b>Job Category:</b>	Category 2
<b>Location:</b>	Richmond, VA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Commensurate with experience	<b>Exempt/Non-exempt:</b>	Non-exempt
<b>Contact:</b>	HR@lewisginter.org	<b>Position Type:</b>	Part-time
<b>Date Posted:</b>	June 11, 2021	<b>Posting Expires:</b>	Until Filled

## Garden Overview

### **Mission**

Lewis Ginter Botanical Garden’s mission is connecting people through plants to improve communities.

### **Vision**

Lewis Ginter Botanical Garden, including the Lewis Ginter Nature Preserve, reveals the unity and integration of human and plant life, celebrates the fundamental significance of the natural world, and enriches communities through horticultural and educational excellence and innovative outreach activities.

### **Values**

Responsibility, Innovation, Integrity, Hospitality and Inspiration

Founded in 1984, Lewis Ginter Botanical Garden is a non-profit garden located in Richmond, Virginia’s Lakeside neighborhood. The Garden 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. Annually, Lewis Ginter engages over 17,000 students in innovative and exciting education programs. This cadre of identified learners is just a fraction of the more than 400,000 annual visitors to the garden. In recent years, the Garden has been honored with inclusion in several top ten lists for botanical gardens in North America.

Lewis Ginter Botanical Garden is an Equal Opportunity Employer. We do not discriminate on the ground of race, color, religion, sex, age, disability or national origin in the hiring, retention, or promotion of employees. We support the diversity and inclusion policy adopted by The American Public Gardens Association: to create an equitable, diverse and inclusive culture where the contributions of all community members are valued, respected and appreciated.

## Job Description

The Operations Assistant is responsible for assisting in day-to-day functions throughout the Garden campus, preparation and coordination for private and public events and exhibits, as well as light custodial and housekeeping duties under the supervision of the Director of Facilities. A successful candidate must have the ability to communicate effectively with staff at 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.



1800 Lakeside Avenue  
Richmond, VA 23228  
804.262.9887  
lewisginter.org

## **Responsibilities**

- Assist in maintaining the highest aesthetic standard for the Garden
  - Collection and removal of litter from facilities and grounds daily
  - Clean and maintain facilities and grounds daily including housekeeping responsibilities
  - Organize and maintain clean and safe equipment and storage areas
- Provide excellent internal and external hospitality
  - Set-up of tents, tables, chairs, etc., for all ongoing Garden events, including rental events and in-house functions
  - Respond to requests of all departments/staff members for Operations assistance, as directed by supervisor
  - 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
  - Use departmental communication tools effectively and correctly including event setup diagrams, scheduling task lists, clock-in computers and radios
- Assist with general repair and maintenance of all garden infrastructure
  - Maintain facilities, vehicles, equipment, and utilities
  - Maintain accurate maintenance records
  - Help with special construction and maintenance projects
- Installation and deinstallation of garden exhibits including: 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
- Familiarity with safe use of common hand tools

## **Preferred:**

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

## **Employees 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 perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals, 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 injuries and incidents immediately and ultimately in writing to supervisor(s) and to the President.
- 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**

#### **Required:**

- High School diploma or equivalent
- Good organizational, interpersonal, and communications skills
- Ability to work nights and weekends
- Strong analytical skills and a self-motivated performer
- Reliable mode of transportation
- Familiarity with safe use of common hand tools

#### **Preferred:**

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

Please submit cover letter, resume, and Lewis Ginter Botanical Garden Job Application to Human Resources, [HR@lewisginter.org](mailto:HR@lewisginter.org)