

OPERATIONS HOUSEKEEPING ASSISTANT



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| Direct Supervisor: | Housekeeping Supervisor | | |
| Department: | Operations | Job Category: | Category 1 |
| Location: | Richmond, VA | Travel Required: | No |
| Level/Salary Range: | Commensurate with Experience | Exempt/Non-exempt: | Non-exempt |
| Contact: | HR@lewisginter.org | Position Type: | Full time; 37.5 hours per week |
| Date Posted: | October 19, 2021 | Posting Expires: | 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 and 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 grounds 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 Housekeeping Assistant will work with housekeeping team supporting day-to-day functions of the Garden with a primary focus on 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 and reset facilities, rental spaces, classrooms and equipment between functions
- Keep all storage areas clean, organized and stocked
- Respond to requests of all departments/staff members for housekeeping and operations support, as directed by supervisor
- 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
- Apprise supervisor of maintenance issues, repairs and supplies needed in a prompt manner
- Use departmental communication tools effectively and correctly including radios, clock in computers and task list schedules

Required:

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

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
- Bending, stooping, climbing stairs, transporting supplies by hand or by cart
- Must be able to lift objects up to 50 lbs. repeatedly
- Must be comfortable working in elevated situations using ladders

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 Human Resources at HR@lewisginter.org