

Position: Facility Crew Member
Department: Facilities
Reports to: Special Projects Manager
Status: Part-Time, Non-Exempt

Descanso Gardens seeks a part-time Facility Crew Member responsible for the proper set-up and strike of all events and activities that take place at the Gardens and the care and maintenance of Special Event equipment. In addition, the Facility Crew Member ensures the client's facilities needs are met; ensures protection of Descanso Gardens' assets; and ensures that security is maintained before, during and after an event. Custodial duties are a significant component of this position and includes waste disposal for the facilities and assisting with the cleaning and maintenance of public spaces for the facilities.

This is a part-time, non-exempt hourly position. The schedule will primarily comprise of weekends and holidays with weekday hours as needed. Shifts will vary between morning and evening shifts as determined by the supervisor and the needs of the department. The work schedule is 20 to 28 hours weekly and is set according to the needs of the Gardens. The anticipated schedule at this time is expected to include weekends, late evenings, and holidays.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include but are not limited to:

- The Facility Crew Member completes tasks coordinated by the Special Projects Manager and Lead Facilities Crew Member.
- Ensures correct and consistent opening and closing procedures for the Gardens.
- Helps support events, whether for rental client or organized internally, including but not limited to:
 - Ensuring that all event setups are completed prior to an event in a timely manner.
 - Dismantling all events setups for rentals and other events once client has finished with the room or area.
 - Ensuring that while an event is in progress, all other duties continue, including but not limited to; trash pick-up and removal, maintenance issues, monitoring sound levels, and other client or department requests.
 - Directing visitors, guests, and vendors to the correct event location at the beginning of the event and out of the Gardens at the conclusion of the event.
 - Limits access to the Gardens only to those directly involved with ongoing event(s).
 - Promptly reports and documents issues or problems that occurred during the event, including damage to Garden assets to the Lead Facilities Crew Member, Special Projects Manager, and/or appropriate personnel.
- Makes necessary repairs to facilities inventory as needed and submits work orders for larger repairs or replacement items to the Lead Facilities Crew Member or the maintenance department. Inventory includes but is not limited to chairs, tables, white boards, projectors, power cords and trash cans.
- Maintains a trash-free environment throughout the Gardens and organizes set up of Courtyard tables, umbrellas, and chairs, including regular spot cleaning of stains on concrete and periodic power washing.
- Assists Visitor Services with guest related matters as requested.
- In cases of emergencies, takes appropriate actions to address the situation, alerts the appropriate employee/supervisor, and documents the incident for later review.
- Observes and follows all safety regulations and attends safety meetings and trainings.

- Keeps up-to-date regarding all events taking place in the Gardens and checks in with Lead Facility Crew Member daily.
- Responds to and assists with train derailments.
- Performs custodial duties as assigned. (Such as cleaning restrooms and facilities and occasionally removes dead animals.)
- Other duties as assigned.

EQUIPMENT USED and PHYSICAL DEMANDS:

This position requires the use of an electric cart, working knowledge of a wide range of A/V and electronic equipment, including speakers, microphones, sound systems, projectors, monitors and computer-based presentations; two-way radios; custodial equipment, including vacuums, plunger, duster, light bulb changer, ladder and power washer; and cleaning and maintenance products.

This position is a physically oriented and demanding position.

- The position requires the ability to walk and move equipment to various locations within the Gardens, which may not be accessible via motor vehicle.
- Must be able to lift up to 50 pounds.
- The position primarily works outdoors and may be subject to inclement weather including cold, rain, heat, and nighttime conditions.

QUALIFICATIONS AND REQUIREMENTS:

- Ability to work with minimal supervision.
- Ability to work as a team player.
- Provide excellent customer service to guests and staff.
- Displays a pleasant, respectful, and positive attitude at all times.
- Strong verbal communication skills required.
- Must display strong attention to detail and take pride in a job well done.
- Must have a valid California Class C Driver License, Commercial Driver License is a plus.
- Understanding of basic maintenance, including rudimentary plumbing and electrical.
- Ability to assess situations quickly, make sound decisions, and exercise good judgment in everyday or emergency situations.

COMPENSATION: Starting at \$12 hourly depending on experience and qualifications.

To apply: Interested parties may apply by submitting a MS Word or PDF **Letter of Interest and Resume** to jobs@descansogardens.org with FCMP1904 in the subject line. Only those applicants meeting the minimum requirements and submitting all required information may be contacted for further inquiry. We will accept resumes until the position is filled.

No phone calls, please.

Descanso Gardens Guild Inc. acknowledges that equal opportunity for all persons is a fundamental human value. Each employee will be considered on the basis of individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, sex, or marital status.