

Position: Facilities Crew Coordinator

Department: Facilities

Reports to: Garden Operations Field Manager

Status: Full-Time, Non-Exempt

JOB DESCRIPTION:

The Facilities Crew Coordinator is 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 Events equipment. In addition, the Facilities Crew Coordinator ensures that the client's facilities needs are met; ensures the 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 include waste disposal for the facilities and assisting with the cleaning and maintenance of public spaces for the Gardens. The Facilities Crew Coordinator oversees facilities crew members and temporary workers, ensures there are safeguards against setup errors, provides a model example to the crew, and reports directly to the Garden Field Operations manager. They will maintain exemplary conditions with impeccable standards. A thoughtful employee who studies conditions and continually attempts to improve them.

JOB CLASSIFICATION:

This is a Full-Time, non-exempt hourly position. The Schedule will be between Monday-Sunday and between the hours of 6:30 am – 11:30 pm including any holidays and is set according to the needs of the department and the Gardens. Additional hours and availability will be determined on an as-needed basis.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include but are not limited to:

- Ensures correct and consistent opening and closing procedures for the Gardens.
- Oversees the team's constant and efficient deployment.
- Instructs both new hires, temporary workers and current employees on evolving training protocols.
- Helps support events, whether for rental clients or internal clients, including but not limited to:
 - Oversees the proper execution of all event setups before an event in a timely manner.
 - Ensures that dismantling of all events setups for rentals and other events happens once client has finished with the room or area.
 - Ensures 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.
 - Ensures coordination between housekeeping and facilities for efficient event setup
 - Directs visitors, guests, and vendors to the correct event location at the beginning of the event and out of the Gardens after the event.

- Limits access to the Gardens only to those directly involved with ongoing event(s).
- Promptly reports and documents issues or problems that arise during the event, including damage, if any, to Garden assets to the Garden Field operations manager.
- Makes necessary repairs to facilities inventory as needed and submits work orders for larger repairs or replacement items to the maintenance department.
- Inventory includes but is not limited to chairs, tables, whiteboards, 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.
- Holds frequent meetings with the Garden Operations Field manager regularly to assess and strategize.
- Assists Guest 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.
- Responds to and assists with train derailments.
- Performs custodial duties as assigned (includes cleaning restrooms and meeting rooms and occasionally removes expired wildlife)
- Fills in as needed for absent team members.
- 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 always.
- 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.
- Encourages achievement among the Facilities crew and oversees their progress.

Compensation: up to \$22 per hour

To apply: Interested parties may apply by submitting a MS Word or PDF Letter of Interest and Resume to jobs@descansogardens.org with FCC2025FT in the subject line. We will accept resumes until the position is filled.

No phone calls, please.

Descanso Gardens Foundation acknowledges that equal opportunity for all persons is a fundamental human value. Each candidate 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, physical disability, mental disability, medical condition, genetic information, protected military or veteran status, or any other characteristics.