



# FREDERIK MEIJER Gardens & Sculpture Park

## JOB POSTING: FACILITY ATTENDANT, 2<sup>nd</sup> SHIFT, PART-TIME 25-29hrs/wk

Posted Date: November 13, 2018  
Supervisor: Facility Attendant Manager

Department: Facility Attendants  
Pay Type: Part time 25-29 hours/week, Hourly, Non-Exempt

Job Description: Position is responsible for making sure Meijer Gardens facilities are in outstanding condition each day and night as relates to cleaning and arrangement per building layouts and event diagrams.

### General Functions:

- Clean buildings located on the grounds of Frederik Meijer Gardens and Sculpture Park, according to daily assignments and project requests. This may include but not be limited to proper use of cleaning supplies, trash removal, restroom cleaning, dusting, vacuuming, carpet cleaning, scrubbing tile floors, window washing, mopping.
- Set up facility rental equipment & exhibit materials for internal and external functions
- Set up for outdoor functions i.e. Concerts and outdoor rentals
- Provide effective and friendly service to our guests by serving their needs directly or providing service in support of others who are directly serving the needs of our guests
- Maintain stewardship of our environment by appropriate use of cleaning products, proper disposal of waste and efforts to avoid waste.
- Use computer to access information – e mails, diagrams, event schedules.

### Expected Functions:

- Other duties as assigned by supervisor
- Adhere to all Meijer Gardens' policies, procedures, and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of associates, volunteers, and general public
- Exhibit strong moral and ethical values

### Education and/or qualifications preferred:

Education: High school, GED

Experience: Quality professional cleaning experience is desired but not required. Site specific training will be provided.

Specific Skills: Basic computer literacy, ability to comprehend verbal and written instructions, able to work well independently and in group situations.

### Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee will be required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust and focus. The employee must occasionally lift 25pounds and/or move up to 100 pounds. Assistance in moving over 50# is recommended. Considerable reaching, stooping, bending, kneeling, and/or crouching is also required.

If you are interested in working for one of West Michigan's premier cultural institutions and with a highly-motivated team...  
send your cover letter and resume to [hr@meijergardens.org](mailto:hr@meijergardens.org).

Frederik Meijer Gardens and Sculpture Park is an EOE.  
*All candidates are required to submit to our background and drug screening process.*