



FREDERIK MEIJER Gardens & Sculpture Park

JOB POSTING – FACILITY ATTENDANTS MANAGER

Pay Type: Salaried, Exempt, Full-Time

Date Posted: November 5, 2021

Department: Facility Attendants

Supervisor: Vice President of Architecture, Environment & Technology

Position Summary: Responsible for overseeing and managing the Facility Attendants activities across three shifts, seven days a week. Coordinate resources to meet the needs of various departments and the organization as a whole.

Essential Functions:

- Oversee the activities of the department staff, directly or through delegation to the assistant manager and leads, in alignment with the department and organization's priorities.
- Ensure cleaning and sanitizing of all facilities.
- Coordinate timely and accurate room setups completed in line with established departmental standards.
- Organize work assignments to handle workloads in a fair and efficient manner across the team.
- Coordinate with Facility Attendant Assistant Manager to schedule department staff.
- Interview, hire, and train new staff. Oversee ongoing training across the team.
- Provide leadership, guidance, coaching, and support to the Facility Attendants team. Deliver 90-day reviews and annual performance reviews, and handle disciplinary actions when necessary.
- Promote a collaborative team environment across all shifts and provide effective ongoing communication.
- Manage department budget accounts to meet the needs of the facility and maintain fiscal responsibility.
- Make purchasing decisions within budget constraints, including maintaining adequate supply inventory.
- Oversee maintenance of cleaning equipment.
- Ensure that the department maintains stewardship of our environment by appropriate use of cleaning products, proper disposal of waste and efforts to avoid waste.
- Coordinate with other departments to fulfill their needs for cleaning, set-ups, and support.
- Assist with facility cleaning, event setup, and equipment maintenance as needed.
- Other duties as assigned by supervisor.

Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and treating 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 employees, volunteers, members, and guests.

Education and/or qualifications preferred:

Education: High School diploma required.

Experience: Minimum of 3 years of professional cleaning experience and 2 years of supervisory experience. Event setup experience is preferred.

Skills/Knowledge/Licenses: Organizational ability, interpersonal communication skills, equipment and general mechanical maintenance skills, and the ability to plan and manage resources and understand budgets. Microsoft Office proficiency required. Experience with event software is preferred. Must have leadership and management skills to lead department staff.

Working Conditions:

- Work is done both indoors and outdoors, with a significant amount of time spent in an office environment.
- Ability to operate a computer and other office equipment.
- Ability to communicate effectively via email, in person, on the phone, and over a 2-way radio is required.
- Requires ability to stand, walk, bend, climb, crouch, kneel, and reach and the ability to lift/move up to 50 pounds occasionally.
- Employee will occasionally be exposed to extreme temperatures, noisy equipment, varying heights, or small spaces.
- Flexible schedule including weekends, evenings, and holidays.

Apply online at <http://www.meijergardens.org/contact/careers/> or send your cover letter and resume to hr@meijergardens.org.

Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.

All candidates are required to submit to our background and drug screening process.

Frederik Meijer Gardens & Sculpture Park promotes the enjoyment, understanding, and appreciation of gardens, sculpture, the natural environment, and the arts.