



# FREDERIK MEIJER Gardens & Sculpture Park

## JOB POSTING – LEAD FACILITY ATTENDANT, 1<sup>st</sup> SHIFT

**Department:** Facility Attendants

**Supervisor:** Facility Attendants Manager

**Pay Type:** Hourly, Full Time, Non-exempt

**Date Posted:** May 1, 2019

**Job Description:** Responsible for a lead role in 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 facilities located in an assigned area and monitor the work in the other areas in conjunction with the department management or in management's absence.
- Coverage of an area includes but is not 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 both indoor and outdoor events. Access event information to know what events need to be set up and ensure the most current diagram. Interact with other departments when questions arise and make sure events are set correctly and timely.
- Adjust work assignments during shift to cover for absences, extra requests, event activities and project needs. Contact management when needed to report staffing issues or building concerns.
- Assist management in providing training or correction of facility attendants.
- 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 and timekeeping functions. Assist other facility attendants with computer use problems or refer the problem on when the issue is beyond the lead's ability or knowledge.
- Ensure completion of the daily checklist on their shift and communicate with the next shift as needed verbally or in writing.
- Ongoing communication to management to allow effective departmental operation, including: performance issues, policy compliance, issues between departments and abnormal occurrences during the shift.
- 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 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 employees, volunteers, members, and guests

### Education and/or qualifications preferred:

**Education:** High school, GED

**Experience:** Cleaning and event set up experience usually site specific. Comparable off-site experience may be considered with demonstrated leadership component.

**Specific Skills:** Basic computer literacy, ability to comprehend and deliver verbal and written instructions, able to recognize needs within the scope of our work and address them, able to work well independently and in group situations, willing to be held accountable for the work of self and others.

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) or apply online at <http://www.meijergardens.org/contact/careers/>.

**Frederik Meijer Gardens and Sculpture Park is an EOE.**

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