



MYRIAD GARDENS FOUNDATION
Job Description

Job Title: Facility Associate

FLSA Status: Non-exempt

Reports to: Lead Facility Associate

Work Schedule: Full-time; occasional nights/weekends

Approved by:

Date Approved:

The below is not intended to be all inclusive but rather to provide examples. The below is subject to change without prior notification.

Summary

Position reports to the Lead Facilities Associate and is responsible for cleaning restrooms, offices, meeting rooms, kitchens, outdoor sidewalks and grounds of assigned areas at the Myriad Gardens. Employee coordinates with Events & Venue Manager and Rental Coordinator concerning setup and cleanup of events and meetings.

Essential Duties and Responsibilities:

Custodial Support

- Sweeps, mops, polishes, cleans windows and strips floors in rooms, halls and sidewalks.
- Dusts and/or polishes furniture, blinds and equipment.
- Cleans restrooms and fills dispensers.
- Empties trash containers on outdoor grounds, restrooms and inside Crystal Bridge and picks up trash on the facility.
- Vacuums, spot cleans, shampoos rugs, carpets and furniture using commercial type vacuum cleaners and shampooing equipment.
- Washes dishes or utensils as required.
- Stocks areas with appropriate supplies.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubber, extractor, high pressure washer, high speed buffer and vacuum, brooms, mops and squeegees for the cleaning and general maintenance of floors, walls, carpet, furniture, etc.
- Reports malfunction of bathroom fixtures, light fixtures, and/or damages to room and hall furnishings to supervisor and initiates work orders for repair/maintenance.

Event Support

- Setup and teardown of tables, chairs and additional equipment for events and rentals.
- Assists customers with information and resources if needed.

Maintenance Support

- Assists facility personnel with maintenance items.
- Moves furniture, equipment or fixtures as required.
- May shovel and remove snow and ice from designated areas such as sidewalks, entryways and roofs as required.
- Lock and unlock assigned buildings and/or doors; secure building when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, and turn off lights.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Education and/or Experience

- High school diploma or equivalent preferred.
- Experience in basic custodial environment preferred but not required.

Certificates, Licenses, Registrations

- Valid Oklahoma Driver’s License preferred.

Skills and Abilities Required

- Excellent customer service and positive attitude.
- Knowledge of cleaning equipment, products, techniques and standards.
- Skill in using cleaning products and equipment.
- Follow verbal and written instructions as instructed.
- Ability to walk up and down stairs frequently.
- Ability to lift heavy equipment and operate commercial cleaning equipment.
- Ability to work flexible shifts and extended hours for special events.
- Must be a self-starter with the ability to work with minimal supervision.
- Ability to work flexible shifts and extended hours for special events.
- Ability to dress appropriately, be well groomed, and present oneself in a professional manner.

Work Environment

Must be able to work both indoors and outdoors as assigned by supervisor. Working conditions include restricted movement, dirty environment, lifts or carries heavy objects. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time may be spent outside. Position requires working both outdoors and inside the Crystal Bridge Tropical Conservatory.

Physical Requirements

- Ability to walk up and climb stairs frequently.
- Ability to lift up to 40 pounds to operate heavy equipment and commercial cleaning equipment.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Equal Opportunity Employer: Employer does not to discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.

I acknowledge that I have read and understand this job description.

Employee signature

Date