



## **About Us**

As Kansas City's Botanical Garden, Powell Gardens plays a vital role in the community as a space for release, rejuvenation, and the celebration of the fleeting nature of nature itself. Visitors enjoy themed display gardens, a three-mile nature trail, seasonal festivals, rotating exhibitions, and exceptional architecture. Established in 1988, Powell Gardens is a public garden, maintaining 970 acres of lush, rolling hills and windswept meadows, with more than 175 acres and a large collection of plants open to the public for education, exploration, and recreation.

We at Powell believe that our team members are our most important asset. By building strong relationships with each other, we can ensure that our guests have the best possible experience. If you love to work in a beautiful environment and want to leave your mark in the gardening world, Powell Gardens is the place for you! Come experience our beautiful gardens and join our team of experts.

## **Position Summary**

This *Part Time* role of Campus Services Assistant serves Powell Gardens internal and external clients with a wide variety of hands-on tasks, services and functions aligned with physical aesthetics, events, festivals, and exhibitions, and special projects. The Assistant is responsible for work in recurring tasks and a range of activities in setup, teardown and proper storage of equipment and supplies, and reporting equipment repairs and replacement. The role entails use of software for communications and as a backup for supply ordering, calendaring, and time and attendance. This position requires some evening and weekend work on Saturdays and/ or Sundays.

The ideal candidate has a background in building services, event services, and/or food and beverage stewarding and appreciates working in interior building and external garden environments. Organizational skills are required. Collaboration effectively with department staff and across the organization and developing harmonious relationships is critical for success.

## **Essential Functions**

### Building & Grounds Services

- Follows task checklists and schedules for custodial functions in the maintenance of restrooms cleanliness, floor care, and garbage removal.

### Events

- Set and tear down tables, chairs, bars, and bar equipment according to Event Orders.
- Serve and assist with backbar inventory replenishment and removal of used products.

### Festivals & Exhibitions

- Complete work orders associated with job assignments.
- Assist with staging, (re)stocking, and cleaning of furniture, fixtures, and equipment.
- Cleans event equipment, e.g., chairs, tables, bars, event equipment.

### **Other Duties**

- Adhere to safety standards and contribute to other staff members upholding safety standards.
- Promptly report any security, health, and safety incidents to supervisor.
- Other assignments as given in alignment with the Campus Services role.

### **Experience/Education**

- High School Diploma or GED Required.
- Adaptable to using technology such as email and calendars.

### **Knowledge**

- Operate necessary equipment and vehicles.
- Valid driver's license.
- Understand the importance of attention to quality and detail in campus service setting.
- Must be able to communicate professionally and maintain amicable relationships with co-workers, volunteers and visitors.
- Must be able to work alone and in team work groups.

### **Physical Requirements/Work Environment**

*Must maintain a flexible schedule and be available during daytime, evening, and weekend hours based on a fixed and sometimes preplanned variable workdays depending on Garden activities.* The job requires being onsite and does not offer remote work option. Ability to walk stairs, move quickly, lift items weighing up to 50 lbs. and physical requirements.

### **To Apply**

Applicants interested in this position must submit the following to [hr@powellgardens.org](mailto:hr@powellgardens.org).

- Cover letter
- Resume
- Three references: professional, academic, and/or personal

To view our open positions, please go to [www.powellgardens.org](http://www.powellgardens.org)