



## **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.

This Campus Services Assistant position is a part-time role that 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. Weekends are required for this position as needed. This position reports to the Campus Superintendent for daily, weekly, monthly work requests / assignments as this role helps support Campus Services and Private Event functions as needed. The Assistant is responsible for work in recurring tasks and a range of activities in setup, teardown and proper storage of furnishings or equipment, reporting equipment concerns. Part of the primary role of this position is to prepare our wedding spaces and AirBNB for wedding guests and to clean those same spaces when the clients leave, in preparation for the next visitors.

## **Essential Functions**

### **1. Building & Grounds Services**

- Follows task checklists and schedules for custodial functions in the maintenance of restrooms cleanliness, floor care, and garbage removal as needed.
- Trash pickup of the grounds and disposal

### **2. Events**

- Set and tear down tables, chairs, bars, and bar equipment according to Event Orders
- Assist with staging, (re)stocking, and cleaning of furniture, fixtures, and equipment
- Cleans event equipment, e.g., chairs, tables, bars, event equipment

### **3. Festivals & Exhibitions**

- Complete work orders associated with job assignments.
- Will need to be flexible to adjust work schedule to accommodate the needs of evening and weekend shift coverage.

### **4. Safe Workplace**

- Consistently follow safety guidelines throughout the day while handling materials and operating equipment, maintaining a safe and productive work environment for yourself and others.

### **Other Duties**

- Maintain a clean and organized work area
- Other job duties as assigned
- Participation in meetings, and working festival shifts beyond traditional hours will be required

### **Experience/Education**

- High School Diploma or GED Required
- Background in building services, event service, house cleaning, hotel/rental cleaning
- Strong communication and organizational skills; and attention to detail
- Ability to learn new technologies for communication, calendaring, planning and inventory tracking
- Process and Procedure oriented
- Valid Drivers License *Required*

### **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. This is a physically demanding position at times and requires flexibility to help multiple departments with planned coordinated tasks as well as unplanned.

### **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)