



# Job Description

**Position Title:** Assistant, Campus Services

**Date:** June 2022

**Reports to:** Campus Superintendent

**Position Reports:** None

**Exempt/Non-exempt:** Full time, Non-Exempt

## **1. Position Summary**

The Assistant, Campus Services 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 inventory tracking.

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.

## **2. Essential Functions**

### Building & Grounds Services

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

### Events

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

### Festivals & Exhibitions

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

### Other

1. Other assignments as given in alignment with the Campus Services role.

## **3. Sphere of Responsibility**

**Oversight:** No direct reports

#### **4. Internal and External Contacts**

**Internal:** Department leaders and staff members, volunteers, board and committees members

**External:** Community, vendors, donors, contractors, corporations/businesses

#### **5. Consequence of Error**

The Assistant, Campus Services, is aligned with helping create and upholding visitor experiences. Failure to effectively execute the duties of this position can result in internal disharmony, unsatisfied visitors, and lost revenue. Organizational stability depends on serving the department with integrity, accuracy, and timeliness. Unsatisfactory client relationships, both internal and external, could seriously impact the operations of Powell Gardens.

#### **6. Experience/Education**

Adaptable to using calendaring, email, and purchasing software.

#### **7. Work Environment/Physical Requirements**

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.

#### **Disclaimer Statement:**

Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform any other duties requested by their department supervisor.