



Job Description

Position Title: Specialist, Campus Services

Date: May 2022

Position Reports: Campus Services Team Members

Exempt/Non-exempt: Full time, Exempt

1. Position Summary

The Specialist, Campus Services serves Powell Gardens internal and external clients with a wide variety of tasks, services and functions aligned with physical aesthetics, events, festivals, and exhibitions, and special projects. The Specialist is responsible for upholding, supervising and contributing to routine, 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, supply ordering, calendaring, payroll, 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 across the organization and developing harmonious relationships is critical for success.

2. Essential Functions

Supervision

1. Establish and communicate department schedules.
2. Coach and uphold job performance of assigned staff.
3. Uphold par inventories of department supplies.
4. Provide recommendations for improved job processes.

Hiring & Training

1. Hire and onboard new staff.
2. Train and uphold adherence to established procedures and standards.
3. Effectively guide staff in new assignments and tasks.

Building & Grounds Services

1. Establish task checklists and railroad schedules for custodial functions in the maintenance of restrooms cleanliness, floor care, and garbage removal.
2. Monitors completion of assigned work.
3. Uphold effective and timely communication with supervisor and clients via phone, email, and other software tools.

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

Supervision: 3.5 Campus Services staff members

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 Specialist, Campus Services is a key figure 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 purchasing, accounts payable, and financial reporting software. Can prepare a departmental budget with or without assistance,

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.