



BUILDING AND GROUNDS STAFF

Title: Buildings and Grounds Staff

Accountable to: Operations Manager

Major Objectives: Responsible for maintenance duties and event set up as assigned by the supervisor and for being a positive representative of Minnesota Discovery Center.

Qualifications:

- Friendly, outgoing, and enjoys working with the public
- Ability to operate light machinery
- Ability to self-direct and work without close supervision
- Strong work ethic
- Comfortable in an environment that requires flexibility and adaptability
- 1+ year(s) facility maintenance experience preferred
- Valid driver's license with good driving record

Responsibilities:

- Assist in the maintenance of buildings and grounds
- General housekeeping duties
- General maintenance of grounds, use of light machinery maybe required
- Assist in preparing for events and exhibits, setting up tables and chairs
- Direct visitors as needed, become familiar with the facility to answer visitor questions
- Ensure that MDC is represented in a way that demonstrates cooperation, consideration, and respect to guests, colleagues, and general public
- Other duties as assigned

Working conditions:

- May be required to sit or stand for extended periods of time
- Will be required to work both indoors and outdoors
- May be required to move heavy objects
- Both weekday, weekend, and evening hours may be required
- Part-time/Non-exempt position
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions



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Receipt and Acknowledgment

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Minnesota Discovery Center.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____ Date: _____