

# Facilities Support Staff

*Reports to: Facilities Coordinator*

*Full-time Position*



## **SUMMARY OF POSITION:**

This position will report to the Facility Coordinator. Responsible for the preparation and presentation of the Wilson Center for Nature Discovery. Attention to detail, customer service skills, and ability to follow through with assigned tasks are imperative.

## **KEY RESPONSIBILITIES:**

- Receive communications about upcoming events, groups, and spaces that require attention and adhere to deadlines and expectations while working independently.
- Set up and break down event spaces according to the specifications for each event.
- Perform light administrative tasks concerning room scheduling and booking.
- Perform janitorial tasks to ensure the museum, restrooms and classrooms are clean, set up correctly and in working order per instructions from the Facilities Coordinator.
- Assumes other responsibilities as assigned based on the events and programming of the day which may include basic catering set up and general restocking.

## **EDUCATIONAL REQUIREMENTS:**

- High School Diploma or GED preferred, but not required.

## **AGE RESTRICTIONS:**

- Must be at least 21 years old.

## **QUALIFICATIONS:**

- Customer Service experience, preferably in the hospitality industry.
- Demonstrates ability to work as part of a team.
- Available to work evenings, weekends and holidays as needed.
- Ability to work in a fast-paced, client-facing team setting.

**SAFETY AND HEALTH REQUIREMENTS:**

- The employee must be able to bend, stoop and reach above their head for extended periods.
- The employee must lift and/or move up to 50lbs.
- Responsible for personal health and safety.
- Must adhere to park-wide 20mph speed limit (2mph through entrance gate).
- Follow all of Grandfather Mountain Stewardship Foundation safety policies and procedures.

Fill out the General Application here and remember to attach your resume and cover letter:

[GMSF Application](#)