

CONSERVANCY

for CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement **Part Time Facilities Assistant**

April 5, 2019

Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. The Conservancy's mission is to enrich lives and our communities by inspiring use, appreciation and support of Cuyahoga Valley National Park and ensure its preservation.

Position Description, Essential Duties (other duties as assigned):

Under the director of the Buildings and Grounds Manager, the Part Time Facilities Assistant supports the Conservancy teams to see that all cleaning and facility setup assignments are carried out in a timely and professional manner and facilities are in a guest-ready state without interruption of staff, guests and visitors using the buildings.

Essential duties include:

- Custodial duties include but are not limited to: floors, windows, doors, and woodwork, wall and ceiling surfaces; collect and dispose of trash, compost and recycled materials; clean and disinfect toilets, sinks and shower facilities; replenish consumables; clean and sanitize mattresses; clean and disinfect chair, tables and other furnishings; move furniture as necessary for proper cleaning; assisting in organizing and maintaining custodial closets and supply inventory.
- Facility and event management assistance duties include but are not limited to: set-up facility per floor plan design for each reservation; provide professional guidance to staff and vendors as requested related to facility set-up; provide visitor assistance and information in accordance with Conservancy policy and standards of service; maintain cleanliness of grounds by collecting and disposing of trash and litter; assist with snow and ice removal; maintain landscaping, flower beds, etc. as assigned.
- Employee will be responsible for immediately reporting any identified safety concerns and to promote safety of staff and guests by responding to facility safety concerns in a timely and appropriate manner.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.
- Other duties as assigned.

Minimum Qualifications and Requirements:

- High School diploma or GED is required.
- Ability to follow accepted safety standards, and ability to work independently and as a team.
- Ability to: lift fifty (50) pounds; ambulate/navigate stairs and footpaths between buildings on uneven terrain and stand up to 8 hours per day; use industrial strength cleaning chemicals.
- Willingness and ability to use common cleaning tools, specialized maintenance and grounds equipment.
- Reliable personal transportation required. Must be able to frequently travel to multiple locations throughout CVNP in one day and available to work varying shifts Sunday-Saturday, as needed to complete essential job duties.
- Employee must have a valid driver's license and meet our driving record policy due to use of a government or Conservancy owned vehicle. Employee required to pass Defensive Driving course.
- Employees who will be working at the Cuyahoga Valley Environmental Education Center must be fingerprinted for a background check in the state of Ohio and a FBI criminal record check prior to the start of employment due to the presence of children. Employees must also annually sign a Voluntary Disclosure Statement and be checked against the National Sex Offender Database website.

Status/ Pay/Benefits: Part-Time, non-exempt, hourly position. Hourly wage is \$10 per hour. No benefits associated with this position.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading PT Facilities Assistant. This is an immediate opening, posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.