



## Montalvo Employment Opportunity

Job Title: Facilities (hourly / non-exempt)

Montalvo Arts Center is seeking a Facilities Staff Member to join our outstanding team. The Facilities team has an important role in ensuring that Villa Montalvo's historical buildings and expansive grounds are well kept for the visitors' enjoyment.

This position is a combination of repair work, grounds keeping, janitorial, and event setup and tear down that requires some evening and weekend availability. This is a great opportunity to learn basic building maintenance.

### Responsibilities include, but are not limited to:

- Day to day duties include: janitorial, processing work orders, grounds keeping, supporting events such as weddings, concerts, internal meetings, and corporate events.
- Janitorial: Empties wastebaskets, transports trash and waste to disposal area, cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, offices and other work areas
- Grounds: leaf blowing, raking, power washing, emptying trash containers
- Events: reviews work orders, completes set up/break down as described in the work order, works with the event planner, sets up tables and chairs in auditorium or hall, transports small equipment or tools between departments.
- Adhere to day-to-day operational policies and procedures including health and safety standards.
- Notifies supervisor of building maintenance and grounds needs.
- Perform other related duties as required.

### Education, Skills and Experience:

- Previous experience in facilities maintenance and/or familiarity with general maintenance, concession, and housekeeping equipment – preferred not required.
- Ability to work independently, as well as part of a team, under direct or indirect supervision, and on specific time deadlines. Cooperative and willing to assist others.
- Must be able to communicate effectively verbally and in writing.
- A professional demeanor and the ability to generate positive public relations with artists, guests, vendors and staff.
- Ability to work evenings/weekends on a rotating basis with other team members.
- High School diploma is required.

### Working Conditions & Physical Tasks:

- Most job functions performed outdoors and require walking over hilly terrain. While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl.
- The employee may frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

- Must have a valid driver's license and access to own vehicle and clean DMV record.
- Background check required.

**Compensation:** \$18.00 p/hr (part-time) - \$20.00 p/hr (full-time) to start

To apply, submit your resume to Human Resources via email at [hr@montalvoarts.org](mailto:hr@montalvoarts.org). No phone calls about the position, please. Position is open until filled. Applications will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be offered an interview.

For more detailed information about Montalvo Arts Center visit our website at [montalvoarts.org](http://montalvoarts.org).

Montalvo Arts Center is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.

Montalvo Arts Center requires that all employees be fully vaccinated against COVID-19, except as required by law. Any employment offer will be contingent upon satisfactory proof that you are fully vaccinated from COVID-19, subject to reasonable accommodations for medical or religious reasons, and/or as otherwise required by applicable law.