



## FACILITY ASSOCIATE

### Summary

Position reports to the Lead Facilities Associate and is responsible for cleaning restrooms, offices, meeting rooms, kitchens, outdoor sidewalks and grounds of assigned areas at the Myriad Gardens. Employee coordinates with Events & Venue Manager and Rental Coordinator concerning setup and cleanup of events and meetings.

### Essential Duties and Responsibilities:

#### Custodial Support

- Sweeps, mops, polishes, cleans windows and strips floors in rooms, halls and sidewalks.
- Dusts and/or polishes furniture, blinds and equipment.
- Cleans restrooms and fills dispensers.
- Empties trash containers on outdoor grounds, restrooms and inside Crystal Bridge and picks up trash on the facility.
- Vacuums, spot cleans, shampoos rugs, carpets and furniture using commercial type vacuum cleaners and shampooing equipment.
- Washes dishes or utensils as required.
- Stocks areas with appropriate supplies.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubber, extractor, high pressure washer, high speed buffer and vacuum, brooms, mops and squeegees for the cleaning and general maintenance of floors, walls, carpet, furniture, etc.
- Reports malfunction of bathroom fixtures, light fixtures, and/or damages to room and hall furnishings to supervisor and initiates work orders for repair/maintenance.

#### Event Support

- Setup and teardown of tables, chairs and additional equipment for events and rentals.
- Assists customers with information and resources if needed.

#### Maintenance Support

- Assists facility personnel with maintenance items.
- Moves furniture, equipment or fixtures as required.
- May shovel and remove snow and ice from designated areas such as sidewalks, entryways and roofs as required.
- Lock and unlock assigned buildings and/or doors; secure building when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, and turn off lights.

### Supervisory Responsibilities

This position has no supervisory responsibilities.

### Education and/or Experience

- High school diploma or equivalent preferred.
- Experience in basic custodial environment preferred but not required.

### Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License.

**Skills and Abilities Required**

- Excellent customer service and positive attitude.
- Knowledge of cleaning equipment, products, techniques and standards.
- Skill in using cleaning products and equipment.
- Follow verbal and written instructions as instructed.
- Ability to walk up and down stairs frequently.
- Ability to lift heavy equipment and operate commercial cleaning equipment.
- Ability to work flexible shifts and extended hours for special events.
- Must be a self-starter with the ability to work with minimal supervision.
- Ability to work flexible shifts and extended hours for special events.
- Ability to dress appropriately, be well groomed, and present oneself in a professional manner.

**Work Environment**

Must be able to work both indoors and outdoors as assigned by supervisor. Working conditions include restricted movement, dirty environment, lifts or carries heavy objects. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time may be spent outside. Position requires working both outdoors and inside the Crystal Bridge Tropical Conservatory.

**Physical Requirements**

- Ability to walk up and climb stairs frequently.
- Ability to lift up to 40 pounds to operate heavy equipment and commercial cleaning equipment.

**Salary and Benefits:** This full time, non-exempt position earns \$12.00/hour. Full time employees are eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, 403(b), paid time off, and paid holidays.

**To Apply**

Please email resume to [Careers@myriadgardens.org](mailto:Careers@myriadgardens.org). You will be contacted only if considered for an initial phone or in-person interview.

**Equal Opportunity Employer**

Employer does not to discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.