



## **Black Star Farms LLC: Facilities Assistant**

**PURPOSE:** Assist Facilities Manager in property maintenance

**PAY RATE:** \$16-\$18/hour

**CLASS:** Hourly, part-time seasonal (May-October)

**HOURS:** 15-25 hours per week, Thursday-Sunday,

**RESPONSIBILITY:** Assist maintenance supervisor with groundskeeping, property clean up, events set up/tear down, and various general maintenance issues

**REPORTING TO:** Facilities Supervisor/Events & Sales Manager

### **REQUIREMENTS**

- Problem analysis and solving
- Communication proficiency
- Some mechanical knowledge preferred

### **EXPECTATIONS**

- Assist with general maintenance and upkeep of facility and equipment to ensure the efficiency of property operations
- Responsible for general maintenance items regarding property upkeep and ensuring everything is in tip-top shape (lawn mowing, weed whacking, flower bed mulching, painting, etc.)
- Reliability-must arrive on time and work scheduled shifts
- Support events staff with set up and tear down of events (tables and chairs)
- Support events by directing guests to parking areas
- Follow company policies, facilities systems, and safety procedures
- Organize, properly maintain, and store equipment after use
- Other duties as directed by the Facilities Manager
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### **PHYSICAL DEMANDS**

- Requires heavy lifting (within reason)
- Can be dirty with regard to soil, chemicals, lubricants, building materials, etc.
- Work may be inside or outside during extreme temperatures and weather conditions

*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

