



Naples Botanical Garden

Position Description

Position Title: Facilities Tech II

Department: Operations

Reports to: Director of Operations

Position Summary: This lead position is an integral part of the Operations Team. This is a facilities maintenance position with an emphasis on distributing work assignments along with cleaning, sanitation, and custodial duties. This position is responsible for cleaning, inspecting, and maintaining custodial supply inventory for the garden facilities on an hourly basis. Daily activities place this position in contact with our visitors and events guests. This is a full time position with weekends required.

Primary duties and responsibilities:

- Utilize facilities calendar to develop and assign daily schedule of tasks.
- Perform hourly custodial maintenance services for all garden restrooms, picnic tables, pathways, buildings, and garden benches.
- Maintain clean status of all garden trash, recycling cans, windows, and signage throughout the gardens and garden facilities.
- Perform daily or nightly cleaning services for buildings including; dusting, vacuuming, mopping, and emptying of trash cans in offices, restrooms, and common areas.
- Maintain all inventory of cleaning supplied needed for restrooms and other facilities.
- Identify and make repairs
- Report on all custodial supplies and inventory.
- Ensure all restroom and other facilities are well stocked with cleaning supplies.
- Provide logistic support for garden staff by delivering packages and moving items when requested.
- Assist operations staff with set up and break down of both rental and internal garden events.
- Assist with other facilities maintenance related task when required.

Requirements/Qualifications

- Experience in the custodial field or commercial cleaning industry preferred.
- Weekends and holidays are required.
- Computer skills including MS Outlook for checking mail and calendar, time clock programs on a web browser.
- Good communication skills, both oral and written.
- Excellent customer service skills
- Must show initiative.
- May stand for long periods of time. Walk and inspect property. Work in extreme temperatures and dirty environment. Lift and carry objects up to 50 pounds on a regular basis.
- Pre-Employment background check required
- Possess and maintain a valid Florida driver's license and have an acceptable driving record.

To Apply: Please submit a resume and contact information by email to employment@naplesgarden.org. To find out more about Naples Botanical Garden, please visit our website at www.naplesgarden.org. Naples Botanical Garden is an Equal Opportunity Employer and has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to race, color, religion, sex, sexual orientation, age, national origin (ancestry), or disability.