

# Naples Botanical GARDEN

**Position Title: Facilities Tech I**

**Department: Operations**

**Reports to: Building Services Manager**

**Organizational Description:** Naples Botanical Garden is a 170-acre world-class paradise, featuring the flora and cultures of the tropics and subtropics between the latitudes of 26 degrees north and 26 degrees south, including Brazil, the Caribbean, Southeast Asia and Florida. The Garden's mission is to connect people and plants through display, education, conservation and science. The Garden's hands-on Vicky C. and David Byron Smith Children's Garden, along with 90 acres of beautifully restored native habitats, formal Gardens, walking trails, and Buehler Family Foundation Enabling Garden offer education and enjoyment for people of all ages. Naples Botanical Garden is a 501(c)3 organization.

**Position Summary:** This position is an integral part of the Operations Team. This is a facilities maintenance position with an emphasis in 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. This is a full time position with weekends required.

## **Primary duties and responsibilities:**

- 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.
- 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.
- 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 provide a cover letter, resume, and contact information for three references by email to [resumes@naplesgarden.org](mailto:resumes@naplesgarden.org).

Naples Botanical Garden is an Equal Opportunity Employer. The Garden has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to age, creed, gender, national origin or ancestry, race, color, religion, veteran status, pregnancy, marital status, HIV status, genetic information, sexual orientation, handicap or mental or physical disability, sex, age, or disability.