

## **El Rancho de Las Golondrinas Living History Museum Seasonal Operations Staff**

**Job Summary:** The **Seasonal Operations Staff** will be responsible for teardown and setup for museum events and special events, and perform daily responsibilities including animal feeding, grounds maintenance and janitorial tasks. This position will work Wednesday-Sunday 8am-4pm and will be the only operations staff on site for non-festival weekends, Festival weekend hours may vary. The Seasonal Operations Staff will work closely with other staff and volunteers. This position is part-time seasonal and does not supervise other staff

The **Seasonal Operations Staff** will be required to interact and foster collaborative work-relationships. This position will comply with all internal procedures, processes and policies as listed in this job description and in the Employee Handbook, and adhere to the core values of El Rancho de Las Golondrinas. The Seasonal Operations Staff reports to the Director of Operations and coordinates with the Curator of Agriculture, Assistant Director of Operations and Operations Staff. The Seasonal Operations staff reports to the Manager of Guest Services on non-festival weekends.

### **Duties and Essential Functions:**

- Perform the following key duties related to the museum's maintenance and upkeep.
  - Keep bathrooms clean and stocked for guest
  - Feed museum sheep, goats and other animals as assigned
  - Clean corrals and animal feeding bins and drinking troughs
  - Clean museum Bathrooms and common areas
  - Empty trash barrels at end of event and non-event weekends
  - Work directly with museum volunteers
  - Work directly with on-site staff on event and non-event weekends
  - Help with field clean up (weeding) and harvesting
  - Help with maintenance and repair of drip irrigation systems and flood irrigation systems.
- Provide regular status reports to the Director of Operations with any current or potential problems related to systems or livestock (i.e. equipment, facilities, events or programs) and make recommendations to address these current or potential problems.
- Organize and keep up cleanliness of work areas, tools and vehicles
- Perform other operations duties as assigned

### **Qualifications:**

#### **Required**

- Legally able to work in the United States – must provide documentation for I-9
- High School degree or GED
- Ability to read, understand and accurately implement established best practices and standards of water systems

- Ability to perform the above listed Essential Functions of this job in an organized and proficient manner
- Good communications – both verbal and written
- Possess up-to-date driver’s license and have clean driving record
- Demonstrate good work ethic
- Must be physically able to meet the requirements of the position, which include, but are not limited to the following:
  - Able to bend, reach, crawl, stoop and climb
  - Able to lift and/or maneuver items weighing up to thirty pounds
  - Able to sit or stand for extended periods of time
  - Able to work in hot and cold weather
  - Able to work in dusty environments and outdoors
- Willingness to use the safety equipment necessary when the work environment may include exposure to dust, fumes, scents, other particles and other external/internal volatile organic compounds
- Must be able to operate the museum’s vehicles and equipment safely and responsibly
- Must be able to work weekends and event weekends
- Must have the means to meet the required work schedule with punctuality and consistency

**Preferred:**

- Prior experience in Operations and Maintenance
- Bi-lingual: Spanish/English

**Additional Requirements:**

- Excellent and open communicator; ability to write and speak clearly and effectively to deliver consistent messaging to guests, staff and volunteers
- Ability to work independently or in a team and in a timely manner
- Ability to maintain regular and timely attendance
- Ability to maintain appropriate workplace attire and cleanliness
- Contribute to values-based culture and demonstrate adherence to the highest ethical standards
- Ability to work on several projects at once and work with supervisor to prioritize
- Ability to comply with and adhere to all internal procedures, processes and policies, as well as Las Golondrinas’ core values and mission