

El Rancho de Las Golondrinas
Job Description
Weekend Operations/Maintenance Staff

Job Summary:

The position of **Weekend Operations/Maintenance Staff** is to tear down after and setup for museum events and special events and perform daily operations responsibilities including but not limited to animal feeding, grounds maintenance and janitorial tasks. This person must be comfortable working alone, in a team and with volunteers. Occasionally they may be the sole maintenance staff member on site.

The Weekend Operations/Maintenance Staff will be required to interact and foster collaborative work-relationships with other members of the staff. He/she agrees to comply with all internal procedures, processes and policies as listed in this job description and in the Employee Handbook, and to adhere to the core values of *El Rancho de Las Golondrinas*. Weekend availability is required.

Duties and Essential Functions:

- Perform the following key duties related to the museum's maintenance and upkeep.
 - Keeping bathrooms clean and stocked for guest
 - Feeding museum sheep, goats and other animals as assigned
 - Cleaning corrals and animal feeding bins and drinking troughs
 - Cleaning museum Bathrooms and common areas
 - Emptying trash
 - Working directly with museum volunteers
 - Working directly with on-site staff
 - Working independently
 - Help with field and garden maintenance and harvesting
 - Helping with museum grounds maintenance and repair projects
- 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 making recommendations to address these current or potential problems.
- Organized upkeep of work area, tools and vehicles that are used
- Perform other operations duties as assigned

Required Qualifications (Skills, Knowledge, Competencies and/or Abilities):

- Legally able to work in the United States – must provide documentation for I-9
- High School diploma 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
- Ability to work well independently or as part of a team
- Up-to-date driver's license and clean driving record
- Appropriate work attire and good work ethic

Preferred Requirements:

- Prior experience
- Bi-lingual in Spanish and English

Environmental and Physical Job Requirements:

- 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, rain or shine
- 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

Please send cover letter and resume electronically to jackiecamborde@golondrinas.org.
No phone calls, please.