



Facility Rental Attendant (part-time)

Position Type: Part-time, Non-Exempt
Pay Rate: \$12.00/hour
Benefits: Membership privileges, 403(b)

Job Description:

Fontenelle Forest seeks a flexible, hard-working individual who is available evenings and weekends to support facility rentals at Fontenelle Forest properties. The Facility Rental Attendant has the primary responsibility for setting up and breaking down equipment and rental spaces for facility rentals and events. This individual must be present at every rental and will work a variety of shifts including evenings and weekends. Hours may vary from 10 – 40 hours each week depending upon volume of inquiries and event bookings. This position will report to the Visitor Services Specialist and the Facilities supervisor.

Fontenelle Forest embraces the values of Integrity, Stewardship, Excellence, Engagement, and Sustainability. As a member of the Fontenelle Forest team every employee helps us achieve our vision to be a national leader in environmental stewardship and education and the region's premier nature center. This is an excellent opportunity for a candidate who takes pride in achieving their goals and understands the importance of creating and maintaining a welcoming environment for visitors and guests.

Duties:

- Set up tables, chairs and other equipment prior to events to client specifications. Break down and return space to starting point after each event. (70%)
- Partner with the Facilities staff for any special building requests. Spot clean the facility before, during or after the event as needed. (15%)
- Pick up and move or relocate equipment, supplies and event materials as needed. (10%)
- Perform all duties requested by manager. (5%)

Skills/Qualifications:

- This position requires flexibility for morning, evening, and weekend work and may work longer hours during events. Must Be Present at Every Rental.
- Ability to take directions, problem solve, and ask clarifying questions as needed.
- Ability to work as a member of a team and to build strong working relationships with supervisor.
- Must maintain valid driver's license and be insurable.
- Must be able to follow OSHA safety guidelines
- Ability to successfully pass background check.
- Maintain a professional appearance and attire.



Education/ Experience:

- High school diploma or GED required.
- Minimum 1-2 years of experience previous experience in a customer support or facility maintenance role.

Physical Demands:

- Frequent set up and striking of tables, chairs and related equipment used for events
- Assists in security for the facility
- Lifting up to 70 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds
- Regular amounts of time standing, walking, bending and/or kneeling.
- Occasionally ascends/descends a ladder to service fixtures and equipment above 6 feet
- Occasional exposure to cleaning and maintenance chemicals and supplies.
- Occasional amount of time spent outdoors.
- Occasionally working until early hours of the morning

To Apply: Send resume or description of work history / related experience and 3 professional references to info@fontenelleforest.org. Please reference "Facility Rental Attendant" in the subject line.

Fontenelle Forest is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its employment related policies and practices.

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