



Rancho Los Alamitos Foundation

Job Title	Facilities Assistant
Reports to	Maintenance and Facilities Manager
Classification	Part-Time, Hourly, Nonexempt Position 24 hours/week

**JOB SUMMARY**

The Facilities Assistant provides essential support across a variety of facilities and maintenance tasks, ensuring seamless operations for events, custodial upkeep, and general building maintenance. This role plays a key part in maintaining Rancho’s capacity to deliver high-quality programs, requiring versatility, attention to detail, and a readiness for physically demanding tasks. Flexibility is crucial, as responsibilities range from setting up events to completing tasks for the museum store and curatorial staff.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Event Setup and Breakdown
  - Assist in setting up and breaking down tables, chairs, and other equipment for events.
  - Ensure that all spaces are properly cleaned and organized post-event.
  - Set up and troubleshoot AV/IT for events
- Custodial Responsibilities
  - Clean and maintain facilities, restrooms, and public areas.
  - Regularly empty and sort, trash, recycling and compost
  - Clean waste and recycling bins to maintain cleanliness.
- Buildings and Facilities
  - Conduct routine maintenance and inspections to ensure facilities are in optimal condition.
  - Identify and report any maintenance issues for timely resolution.
- Logistical Support
  - Support the museum store by lifting and moving inventory items as needed.
  - Under curatorial supervision, assist curatorial staff in the safe handling and transporting of furniture and artifacts.
- Gardening and Grounds Maintenance
  - Under supervision, perform gardening tasks, such as planting, weeding, pruning, and watering.

- Maintain pathways, and landscaped areas, ensuring safety and aesthetic appeal.
- Livestock Assistance
  - Under supervision, support livestock care, including feeding, cleaning enclosures, and assisting with routine health checks.

## REQUIREMENTS AND QUALIFICATIONS

- Demonstrates punctuality, reliability, accountability.
- Availability: Must be available on-call for events and be able to work split shifts, as needed.
- Ability to comprehend and follow both verbal and written instructions.
- Timely completion of all required reports and documentation.
- Possession of a valid California driver's license with the ability to operate and be insured to drive RLA vehicles, including electric carts and company vehicles.
- Ability to use moving equipment such as dollies, flat carts, and ratchet straps.
- Flexibility to work split shifts, nights, weekends and holidays, as needed.
- Strong interpersonal skills for working effectively with staff, volunteers, external vendors, and the public.
- Familiarity with Microsoft Office 365 and Teams.
- Successful completion of a criminal background check, including fingerprinting.
- Must have a reliable mobile device, such as a smartphone, that allows for receiving company communications, clocking in for timekeeping, and remaining reachable as needed.
- Experience with livestock and horticulture is not required but is desirable.

## POSITION DETAILS

Benefits include paid sick leave, retirement plan, cell phone allowance, and holiday pay. Compensation is \$17/hour.

## WORKING CONDITIONS & PHYSICAL ENVIRONMENT

- This position may require you to be exposed to weather conditions.
- The noise level in the work environment is usually moderate, with regular intervals of air traffic noise.
- Regularly required by the duties of this job to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear.
- Must occasionally lift and/or move up to and over 50 pounds.

This job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

To apply, please send resume and cover letter to: [info@rancholosalamitos.org](mailto:info@rancholosalamitos.org), with the subject heading: **Facilities Assistant**