

## **Housekeeping Technician**

**Position Type:** Entry level. Full-time employment, 40 hours per week. Non-exempt under Fair Labor Standards Act (FLSA)

**Description:** The Housekeeping Technician performs primarily custodial work, event set-ups, and general building maintenance. This position takes place during the evening shift generally from 3:00pm-11:30pm, however shifts may be scheduled later due to special events.

### **Essential Functions:**

- Custodial duties to include, but not limited to cleaning restrooms, operating floor cleaning equipment, using a power washer, changing light bulbs, laundry, etc.
- Assist with event and classroom set-ups.
- Be knowledgeable of and able to complete NBG safety procedures (training provided).
- Assists with Garden-wide special events and other duties as assigned.

### **Essential Physical Functions:**

- Must have the ability to lift up to 50 lbs.
- Must have the ability to work outside for 8 hours in heat, cold or light rain and can continuously walk, stand, bend, twist and/or stoop.
- Must have the ability to push, pull, reach and perform manual labor during working hours.
- Must have the ability to work on ladders for extended periods.
- Must have the ability to drive a golf cart.

### **Qualifications:**

- Night and weekend availability required.
- 18 years of age or older.
- Must be able to work independently as well as part of a team, be self-motivated, and customer service oriented.
- High school diploma or equivalent preferred.
- Experience with floor maintenance such as stripping and waxing floors is highly preferred.

**Benefits:**

- Health insurance including an HSA or copay option (NBG pays 70% of individual premium and 65% of dependent/family premium)
- 403(b) retirement plan with discretionary 4% match
- Company sponsored life-insurance coverage.
- Group rates on voluntary benefits such as dental, supplemental medical expense insurance, FSA, DCA, vision, STD, LTD, accident and critical illness.
- Paid vacation, sick leave and holidays.
- Professional development opportunities.
- Staff discounts on programming & gift shop.
- NBG logo wear for work provided.
- EAP services for all employees.

**Reports to:** Shift Supervisor

**Equal Employer Opportunity (EEO) statement:** NBG is committed to the principles and ideals of equal employment opportunity. It is, and shall continue to be, the policy and practice throughout NBG to foster equal employment opportunity and non-discrimination for applicants, employees, and volunteers without regard to race, color, sex, religion, national origin, age, marital status, disability status, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions including lactation, status as a veteran, or other protected status, if qualified to perform the essential functions of the job with or without reasonable accommodation.

**Rate: \$14.00 an hour**

**Send resumes & applications to [hr@nbgs.org](mailto:hr@nbgs.org)**