



PART TIME FACILITIES ASSOCIATE

Position Overview:

The Facilities Associate will perform tasks required for setting-up and breaking-down events according to the specifications provided by the sales and event team. The Facilities Associate is also responsible for daily custodial tasks to maintain the cleanliness and welcoming atmosphere of our historic property. The Associate will also assist and support staff, customers, and tenants as requested.

Responsibilities:

- Perform all duties required for event set-ups and break-down as instructed by Facilities management.
 - Have a strong understanding of the current COVID cleaning guidelines and protocols
 - Perform day to day building and grounds maintenance to ensure pristine appearance
 - Perform landscaping, snow removal and other seasonal maintenance duties as required
 - Accomplish assigned work in a timely manner
 - Perform work in a meeting venue environment with exposure to dust, oils, fumes, and noises.
 - Perform physically arduous tasks that require average dexterity, visual acuity, work from ladders or scaffolding, and work in confined areas
 - Perform other duties as required
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Qualifications:

- High School graduate or equivalence certificate
 - Basic handyman skills and custodial experience
 - Ability to pay attention to detail and follow instructions
 - Customer service skills for interacting with clients and other staff members
 - Ability to maintain a professional, neat, and well-groomed appearance, adhering to the Mechanics Hall dress code requirements
 - Ability to work independently
 - Ability to interpret plans, ideas, and facts
 - Written and verbal aptitude
 - Ability to be flexible with workdays and hours when necessary
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Physical Demands:

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| • Standing | • Crawling | • Lifting up to 100 lbs. |
| • Walking | • Reaching/working overhead | • Carrying |
| • Sitting | • Climbing-ladders/staging/lifts | • Detail work with hands |
| • Balancing | • Pushing/pulling | |
| • Kneeling | | |
| • Crouching | | |

A pre-employment physical is required upon the request of the employer.

This part-time, hourly position reports to the Facilities Director and the rate of pay is \$16 per hour. The number of hours per week will vary depending on the events schedule and other facilities needs of the Hall. We are looking to fill multiple positions ranging from ones with occasional hours to ones with a steadier 20 hours per week schedule, so please communicate your availability and desired average hours per week when applying.

Applicants must include a cover letter and resume. No phone calls, please. Email jobs@mechanicshall.org



Organization Overview:

Founded in 1842, the Worcester County Mechanics Association's (WCMA) mission today is to enrich the cultural, social, and economic vitality of the community by stewarding Mechanics Hall, a historic landmark and world-class performance hall, which serves as an inspirational gathering place for programs and events that showcase the vast diversity of human experience.

We do this by allowing curated use of the Hall by outside organizations (whether non-profit or for-profit) for a wide variety of events, and by providing educational, musical, and cultural experiences produced in-house. We ensure the favorability of our performance and meeting hall by giving priority attention to building upgrades and improvements.

For more information, visit www.mechanicshall.org

Equal Opportunity Employer:

Mechanics Hall is an equal opportunity employer and contractor. We do not discriminate and do take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the bases of race, color, religion and creed, gender and gender expression, age, national origin and ancestry, disability, marital status, sexual orientation, military status, veteran status, and any other characteristic protected by law. We recognize the injustice of job discrimination in any form and require the full cooperation of all Mechanics Hall employees to ensure the successful operation of our Equal Employment Opportunity Policy.