



## Job Posting

**TITLE:** Facility Operations Staff  
**DEPARTMENT:** Frauenthal Center  
**WORK HOURS:** Nights & Weekends  
**EFFECTIVE DATE:** October 17, 2022

**FLSA STATUS:** Part Time, Non Exempt  
**REPORTS TO:** Facility Operations Manager  
**SUPERVISES:** n/a

### About Us: Our Vision Statement

The Community Foundation *for* Muskegon County will be a leader in community philanthropy to *"Build a vibrant community with great opportunities for all."*

**Job Summary:** The Facility Operations Staff report directly to the Facility Operations Manager and works closely with the staff and clients of the Center to address all custodial and related matters including general maintenance and housekeeping services, and effective management of the building and grounds operations at the Frauenthal Center.

Diversity and inclusion are important values of the Frauenthal Center, and we are committed to striving for a diverse workforce, made up of staff that represents the community we serve.

This is a part-time hourly position with a starting wage of up to \$16/hour and approximately 20 hours per week. Varied hours; days, nights, and weekends.

### Essential Functions:

1. Supports Frauenthal Center's custodial and general grounds staff mainly on nights and weekends.
2. Provide exceptional customer service to clients and patrons.
3. Follow specific setup and teardown instructions, pre/post-events.
4. Performs projects and services, general cleaning and special projects as defined per event and venue.
5. Ensure the final preparation and detailing of the Client's needs for building cleanliness and readiness prior to events.
6. Responsible for greeting and last-minute arrangements when clients arrive for their functions.
7. Responsible for the overall appearance of the building when on duty.
8. Coordinate with the Facility Operations Manager regular and special cleaning or maintenance needs.
9. Ensures safety and security processes are completed each day, i.e.: locking and securing facility following events.
10. Meet regularly with Facility Operations Manager to determine goals and tasks to be completed.
11. All other duties as assigned by Facility Operations Manager.

## **Knowledge, Skills, and Abilities**

- **Our ideal candidate will possess:**

- Organized with attention to detail and strong follow-through skills
- Ability to work independently and in a team-based environment
- Proven experience with customer service
- Supports the mission, vision, and strategic goals of the Frauenthal Center and Community Foundation for Muskegon County to serve both internal and external customers
- Follows and supports Frauenthal Center policies and procedures
- Embraces and supports the Frauenthal Center and Community Foundation philosophies related to diversity, inclusiveness, anti-racism, and equity
- Conducts self in a professional manner and represent the organization well
- Always maintains appropriate professional appearance
- Maintains confidentiality

## **Work Environment and Physical Requirements:**

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required, sometimes for extended periods, to stand or sit. This role routinely uses standard office equipment such as computers, phones, multi-function machines, and filing cabinets. The employee is occasionally required to climb stairs; use hands to type, finger, handle, or feel; reach with hands and arms; balance stoop, kneel, or crouch; and get in and out of vehicles. The employee must occasionally lift and/or move small or large objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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## **EEO Statement:**

The Community Foundation for Muskegon County prohibits discrimination and harassment of any type on the basis of race, color, religion, age, sex, national origin, disability status, genetics, military status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

The Community Foundation for Muskegon County is committed to the full inclusion of all qualified individuals. As part of this commitment, the Community Foundation for Muskegon County will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the CFO or their designee.



**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.

To apply, send cover letter and resume to Receptionist at [receptionist@muskegonfoundation.org](mailto:receptionist@muskegonfoundation.org) by April 19, 2024.