



## Position Opening

<b>Job Title:</b>	Hermann Park Housekeeping/Maintenance
<b>Department:</b>	Hermann Park Conservancy McGovern Centennial Gardens
<b>Work Location:</b>	Hermann Park, Houston, TX
<b>Full-time/Part-time:</b>	Part-time, 12 – 32 hours per week
<b>Effective Date:</b>	8/4/17

### **Primary Focus:**

Hermann Park Conservancy is a citizens' organization dedicated to the stewardship and improvement of Hermann Park—today and for generations to come. Under the direction of the Maintenance Site Manager, the Housekeeping/Maintenance position is responsible for performing highly detailed custodial and maintenance work in support of Hermann Park Conservancy operations. This position additionally requires a high degree of customer service and public interaction.

### **Job Description**

Performs cleaning and sanitation of Hermann Park facilities, including public restrooms, exterior grounds, rental facilities, and offices. Performs general custodial functions including sweeping, mopping, dusting, picking up litter, and cleaning windows and fixtures. Cleans furniture, walls, floors, and empties trash. Replenishes supplies and applies cleaning chemicals. Moves furniture and other items. Assists with Park ambassadorship and provides information to Park visitors. Performs additional duties as assigned.

### **Qualifications**

- Graduation from high school or GED
- One year experience in areas such as general maintenance, housekeeping or custodial work
- Experience working with the public
- Employees must pass a pre-employment drug test and criminal background check

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

- Knowledge of commercial cleaning/maintenance techniques and procedures
- Knowledge of operating custodial and grounds maintenance equipment
- Knowledge of general work site safety
- Skill in effective verbal communication and following written instructions
- Skill in providing quality customer service in a courteous and professional manner
- Skill in cleaning restrooms using chemicals in accordance with directions on labels
- Skill in using custodial tools, commercial cleaning equipment, and outdoor power equipment
- Skill in establishing and maintaining effective work relationships with co-workers
- Ability to maintain flexibility and work with frequent interruptions
- Ability to work effectively as a team member in a fast-paced environment
- Ability to follow and enforce Park rules and regulations with the public

### **Working Conditions**

- Required to work at a public park with a high degree of public interaction
- Required to perform work outdoors, occasionally in adverse weather conditions
- Required to perform manual labor, including lifting supplies and materials up to 50 lbs.
- Conform to Hermann Park Conservancy dress and grooming standards, work rules, and safety procedures

### **Salary and Hours**

- \$10.00-12.00 per hour
- Part-time, 12 - 32 hours per week depending on business conditions
- Hours of Operation: 9:00am – 9:00pm, seven days a week, including holidays

**How to apply:**

**Mail, fax or email resume to:**

Hermann Park Conservancy

Attn: John Hightower

1700 Hermann Drive

Houston, Texas 77004

Fax: 713.524.5887

E-mail: [employment@hermannpark.org](mailto:employment@hermannpark.org)