



WELLFIELD BOTANIC GARDENS

A Homegrown, World-Class Garden Celebrating Nature, Art, and Community.

Facilities & Event Support Staff

Role:

This position is responsible for maintaining a clean and sanitary environment across multiple facilities and assists with event facilitation.

Reports to: Director of Operations

Supervises: N/A

Status: Part-time; Average 20 hours/week.

Duties and Responsibilities:

- Perform routine cleaning tasks.
- Operate an auto-scrubber to clean hard surface floors and mop areas not accessible by the auto-scrubber.
- Clean and disinfect restrooms in various facility locations.
- Wipe down and disinfect countertops, tables, and other surfaces.
- Perform wall and window cleaning as needed.
- Restock and replenish supplies, including towels, tissues, and hand soap.
- Monitor supply inventory and notify the appropriate personnel when restocking is required.
- Provide event support through setup and tear down of events.
- Assists with event facilitation as needed.
- Work with and direct volunteers.
- Other duties as assigned.

Skills:

Self-motivated; able to work effectively and communicate in a team environment; applicant must possess the ability to effectively and efficiently work without significant oversight. Ability to maintain a flexible work schedule that will include weekend and/or evening hours.

Qualifications and Education Requirements:

- Available to work a flexible schedule.
- Ability to work part-time (average 20 hours per week). Evening and weekend hours as needed.
- Medium-duty physical requirements, including pushing, pulling, and lifting up to 40 lbs.
- Frequent standing, walking, and reaching.

- Occasional overhead lifting (up to 20 lbs).
- Exposure to wet flooring surfaces.
- Ability to work effectively around the public and collaborate with Wellfield team.

Application Instructions: Please submit a cover letter and resume to:

Wellfield Botanic Gardens

Attn: Hiring Manager

1011 N. Main Street, Elkhart IN 46514

Or email to j.papandrea@wellfieldgardens.org