



Position Description

Title: Custodial and Banquet Set Up
Reports to: Custodial and Banquet Supervisor
Status: Part Time, Non-exempt
Hours: 15-20 hours per week with working evening and/or weekends
Date: March 13, 2023

Position Summary

Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden. The Custodial and Banquet Set up will be responsible to clean building and set-up for events and meetings on the Garden Grounds according to schedule.

Core Competencies & Essential Functions

1. Daily (unless otherwise requested) cleaning of the Visitor Center, including the upper and lower-level public areas, bathrooms, offices, gift shop, kitchen and storage areas.
2. Empty all trash and remove to dumpsters.
3. Weekly (unless otherwise requested) cleaning of the Horticulture Building, including the reception area, kitchen, bathroom, showers, and office areas.
4. Upon request, clean the Lusthaus Hobbit House and Concession Building.
5. Set up and tear down meeting rooms/spaces as scheduled.
6. Request cleaning supplies and repairs.
7. Performs other duties as assigned.

Qualifications, Skills, & Physical Requirements

1. High School Diploma preferred.
2. Ability to work with cleaning chemicals.
3. Ability to push a vacuum and a cleaning cart (up to 20 pounds of lifting, pulling and pushing).
4. Ability to lift and move garbage containers, tables, and chairs (up to 40 pounds).
5. Ability to work alone without direct supervision.
6. Ability to communicate effectively with staff, volunteers and guests.
7. Ability to analyze, prioritize and implement solutions both short and long term.
8. Must be flexible in working hours and environment, as some events are held outdoors, evening and weekends are required.
9. Dependable, reliable and a team player.

Standard Work Perks

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit

- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event

Apply

[Complete the Employment Application](#) on our website.

Equal Opportunity Employer

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

Our Mission

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.