



Maintenance Assistant Job Description

Open Date: 02/25/20

Category: Part Time in season May-October

FLSA Status: Non-Exempt

Pay Type: Hourly

Pay Range: Negotiable depending on experience

Schedule: 4-5 days a week- up to 40 hours/week

Direct Supervisor: Director of Buildings and Grounds

Description:

The Maintenance assistant role is a key member of the team ensuring the best possible guest experience for visitors to the Castle. This seasonal position includes all aspects of maintenance and grounds support. Candidate should have some familiarity with the building trades and experience with landscaping. Most of the time will be out doors doing landscaping and helping with maintenance.

Qualifications:

The ideal candidate will bring flexibility and a positive attitude to the role. A commitment to providing quality work is a must. Experience is helpful, training will be provided. Verbal communication skills and the ability to complete assigned tasks with minimal supervision is expected. Applicants should be able to lift 50 pounds above their waist and have a valid drivers license.

Essential Duties and Responsibilities include but are not limited to:

- Assist as needed in the following:
 - Landscaping activities
 - Light housekeeping
 - Some aspects of building maintenance
 - Setup and clean up of events and programs
- Available to work some weekend days and evenings – and open to flexible work hours
- Other duties as assigned by the Director of Buildings and Grounds

To Apply:

Interested applicants should submit a resume and cover letter via email or standard mail to:

facilities@castleinthecLOUDS.org or Attn: Director of Facilities and Grounds PO Box 687
Moultonborough, NH 03254