



# Maintenance Assistant Job Description

**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

## **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 interest in landscaping. Most of the time will be spent outdoors doing landscaping and helping with maintenance, along with some interior building maintenance & repair work.

## **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, hands-on training will be provided. Verbal communication skills and the ability to complete assigned tasks with minimal supervision is expected. Interpersonal skills necessary to interact with other team members and visitors in a pleasant manner. Applicants must be able to lift 50 pounds above their waist, have physical stamina to handle active shifts and have a valid driver's license.

**Essential Duties and Responsibilities** include but are not limited to:

- Assist as needed in the following:
  - Landscaping
  - Perform Routine & Preventative Maintenance & Repairs to Buildings
  - Ensure that facilities are working and safe at all times
  - Setup and clean-up of events and programs
  - Light housekeeping
- Available to work some weekend days and possibly an occasional evening
- Other duties as assigned by the Deputy Director

## **To Apply:**

Interested applicants should submit a resume and cover letter via email or standard mail to:  
deputydirector@castleinthecLOUDS.org -or-

Attn: Deputy Director PO Box 687 Moultonborough, NH 03254