Facilities Team Member

Bernheim Forest and Arboretum, a 16,000+ acre protected forest in Kentucky, about 25 miles south of Louisville, is seeking a motivated individual to be part of a dynamic team that keeps Bernheim in top shape for our visitors, volunteers, and staff.

Bernheim is home to a 600-acre, Level IV accredited arboretum. The natural landscape features 40+ miles of hiking trails and extensive natural areas managed for conservation and research purposes. Its woodlands, prairies, and wetlands make up the largest privately-owned forest in the Eastern United States dedicated to education and conservation. Bernheim is a privately owned not-for-profit, relying on donations and memberships, whose mission is to connect people with nature. Annually, over 300,000 people experience Bernheim through visits, educational programs, field trips, and Bernheim festivals.

Working as part of the Operations team, under the guidance of the Facilities Team Lead, the Facilities Team Member works on the upkeep and cleanliness of the facilities and grounds. An ideal candidate will have strong time-management skills, be an independent worker who appreciates hands-on work in indoor and outdoor settings and can work collaboratively within the Operations team and all other Bernheim departments.

Essential Duties/Responsibilities:

- Performs a variety of custodial, grounds maintenance, and routine building maintenance activities involved in maintaining clean and healthy buildings, facilities, and grounds. This may include, but is not limited to, washing windows and mirrors, sweeping, mopping and vacuuming floors, removing trash and recycling from offices, minor repairs such as replacing lightbulbs or unclogging toilets.
- Clean, sanitize, and restock restrooms.
- Participate in weekly landfill, recycling, and food waste removal schedule per the Facilities Team Lead's direction.
- Pick up litter on Bernheim property, to include the Arboretum, along Forest Hill Drive, Highway 245 road frontage, and The Hollow.
- Work with Facilities Team Lead to maintain supply inventory and assist with ordering and receiving supplies, when necessary.
- Identifies and reports maintenance and repair needs and problems; reports vandalism and safety, sanitary, and fire hazards to appropriate staff; responds to emergency custodial requests.
- Partner with the Event Coordinator to ensure setup of weddings, private parties, and corporate events, and prepare spaces for visiting artists, donors, and researchers. This will include setting up tables and chairs in specified layouts.
- Prepare on-site housing for visitors. This may include, but is not limited to, cleaning houses, ensuring clean linens are provided, and following up after departure to clean, collect trash and linens.
- Performs other duties as assigned.

Experience and Expectations

- Strong organizational skills and attention to detail.
- Basic computer skills (email, access to facilities schedules, etc.)
- Ability to work collaboratively and as part of a team.
- Working knowledge of the operation and maintenance of hand and power tools, vehicles, and light to heavy power equipment needed to perform routine building maintenance, grounds maintenance, and custodial activities.
- A team player with a can-do attitude who is willing to help at all levels of tasks.
- Enjoy working in an outdoor environment with comfort and ability to engage in outdoor environments, in all weather conditions.
- Must possess a valid driver's license and clean driving record at time of hire.
- Role may require the ability to continuously walk, stand, bend, twist and/or stoop and lift up to 50lbs.
- Flexibility to work a variety of hours, including evenings, weekends, holidays, and special events, as needed.
- Ability to adapt to the unexpected while still progressing toward core objectives.

To apply and for more information

Please send all inquiries and resumes to: HR@bernheim.org.
This full-time, hourly position reports to the Operations Manager, with dotted-line reporting to the Facilities Team Lead.
Pay Rate: $17/hr.
Competitive benefits package includes: health/vision/dental insurance, retirement 403(b) with match benefit and paid sick and vacation leave, as well as paid holidays.

Bernheim Forest and Arboretum is proud to be an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.