

<b>JOB TITLE:</b>	Facility Assistant
<b>DEPARTMENT:</b>	Facilities
<b>REPORTING RELATIONSHIP:</b>	<b>Manager, Facilities</b>
<b>EMPLOYEES SUPERVISED:</b>	N/A
<b>FULL/PART TIME:</b>	Part time
<b>FLSA STATUS:</b>	Nonexempt

**POSITION PURPOSE:**

This position is responsible for performing routine clean up and maintenance of facility operations. Incumbent also provides assistance with IHS events set-up as requested.

**ESSENTIAL FUNCTIONS:**

1. Provide general facilities support.
2. Perform routine cleaning as needed (daily, weekly, monthly, etc.), using cleaning chemicals and equipment within guidelines established by IHS, OSHA, and Indiana Department of Administration. Meet regularly with Facility Manager to ensure that standards are being met.
3. Conduct daily facility and grounds inspections. Resolve issues or report irregularities to the Facility Manager.
4. Provide basic care (watering, placement, etc.) to container plantings throughout the facility as needed and provide basic care to exterior plantings and beds as needed.
5. Remove snow and from steps and walks as needed.
6. Perform light maintenance and/or repairs including painting and minor carpentry work.
7. Move equipment and large parcels throughout the facility as needed.
8. Drive company-owned vehicles as needed.
9. Provide assistance, when needed, for support of IHS programs and events through set-up, clean-up, and tear-down.
10. Perform other duties as assigned.

**ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:**

1. Self starter with the ability to read and follow directions and work with minimal supervision.
2. Ability to prioritize and organize tasks, meet specific deadlines, and follow through to completion.
3. Ability to work well in a team environment, independently, and with supervision.
4. Detail oriented with the ability to handle multiple tasks at one time.

**PHYSICAL REQUIREMENTS:**

Climbing & Balance – Ability to safely climb and work from a ladder

Physical Movement – Stooping, Bending, Kneeling, and Crouching In order to reach & pick up items

Standing – Ability to stand for prolonged periods of time

Strength – Ability to lift & carry items weighing up to 75 pounds

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

**QUALIFICATIONS:**

**MINIMUM:** High school diploma/GED or equivalent work experience serving in a related position. Possesses a valid driver's license with adequate liability insurance as defined by Indiana law. Flexibility to work an adjusted work schedule which will include weekends and occasional evenings and holidays. Ability and willingness to work indoors and outdoors.

**Part-time**

This position is up to 28 hours/week, pay starts at \$11/hour. No group health or dental benefits are provided for this position. Other benefits include free parking, staff discounts in the Basile History Market and the Stardust Café, reciprocal benefits at other cultural institutions in Indianapolis, participation in employer retirement plan.

**Applications**

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202, [hr@indianahistory.org](mailto:hr@indianahistory.org). Applications will be accepted until the position is filled.