Maintenance/Housekeeping  Position Available

To Apply: Email a cover letter and resume to Brenda Rayfield, Facilities Manager, at Brayfield@ijams.org

Types of Positions Available: **Part time housekeeping/Maintenance**

**Sunday through Wednesday or Thursday and Friday**

Report to: Facilities Manager

Location: Ijams Nature Center 2915 Island Home Avenue, Knoxville, TN. 37902

Pay Rate: $12.00 per hour

Hours: 8:00 a.m. – 4:30 p.m. daily

**Essential Duties and Responsibilities**

1. Be a positive role model, ensure that visitors have a positive experience.
2. Provide input to visitors that seek information, about memberships and trail locations.
3. Maintain a clean environment for staff and visitors
4. Clean all areas inside and some exterior entrances to the visitor center, preschool, quarry restrooms.
5. Stock weekly the visitor center and quarry and preschool.
6. Be available for deliveries and maintain a clean area for all stock.
7. Empty all trash in and around buildings daily.
8. Clean and maintain all restrooms on a regular schedule.
9. Be able to assist in some work projects for the facilities manager and other staff members.
10. Be able to lift 50 lbs and bend and stretch and walk at least a mile.

**Qualifications/Requirements:**

Must successfully complete a pre-employment, background screen, and motor vehicle record screen. (MVR)

Completion of high school or GED

Access to personal cell phone with the willingness to utilize it for communication.

Ability to work as a member of the Ijams team and the ability to complete task with little supervision and be able to accept supervision and guidance.

Strong organizational, team building, and communication skills.

Good character, strong work ethic, sense of humor, adaptability, positive attitude, patience, maturity, and enthusiasm for nature.

While performing the duties of this job, this employee is constantly moving. The employee occasionally will be required to lift and/or move up to 50 pounds regularly and may need to carry for approximate distances up to 50 feet, bend, reach with hands and arms, use fingers to write or type and handle or feel, walk, carry documents, crouch, stoop, kneel, climb stairs, and use a step ladder in lifting and lowering materials. The position requires use of cleaning supplies, both hand and electrical tools, paints, supplies, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
This position will spend about 90% of its time moving around the property taking care of facilities; while performing the duties of this job, this employee may be exposed to dust, temperature variance, weather variance, noise, pollens and fumes.

About Ijams Nature Center

Ijams Nature Center is a nonprofit learning center and preserve located on the southern banks of the Tennessee River near Knoxville’s urban center. Its mission is to encourage stewardship of the natural world by providing an urban greenspace for people to learn about and enjoy the outdoors through engaging experiences. Ijams Nature Center manages 315 acres of land with more than 12 miles of trails, a large visitor center, Mead’s Quarry lake, mountain biking trails, river access, gardens and much more. People of all ages attend educational programs at Ijams Nature Center. These programs include school field trips, family programs, summer camps and adult workshops. Ijams Nature Center partners with Knox County and the City of Knoxville as well as with multiple agencies to provide outstanding educational offerings. Visit the Ijams website at https://ijams.org for current program information.

Equal Opportunity Employment

Ijams Nature Center is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation or sexual identity, age, national origin, height, weight, handicap or disability, veteran status or any other status or condition protected by applicable state or federal laws.