

# REHOBOTH ART LEAGUE

## Job Description

<b>Position Title:</b>	Facilities / Groundskeeper
<b>FLSA:</b>	Non-exempt
<b>Pay status:</b>	Part-time, Hourly
<b>Reports To:</b>	Executive Director
<b>Date Last Revised:</b>	November 2024

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### Purpose of the Job Summary

The Facilities/Groundskeeper is responsible for the maintenance and programmatic operational logistics for the Rehoboth Art League. This position conducts light landscaping including yard maintenance, facility maintenance, and oversees the upkeep of facilities. Additionally, this position assists the program staff in setting up spaces for classes and special events. He/she provides eyes on the Rehoboth Art League campus to identify any safety or damage issues, ensuring the preservation of our historic property and buildings.

### Key functions

- Oversees the daily cleanliness of the RAL facilities and the grounds and conducts basic janitorial services in-between contracted janitorial service days
- Monitors irrigation and new plant watering, keeps walkways clear of debris, cleans buildings & walkways to keep green growth at bay
- Provides basic facility maintenance to include changing light bulbs and batteries, minor painting, installing shelving, equipment maintenance and other such projects directed by the Executive Director
- Works with the Executive Director and Volunteer Garden Committee leader to determine priorities for garden care and new planting schedules
- Serves as an on-site contact for RAL maintenance and grounds contractors
- Monitors the safety and cleanliness of interior and exterior areas on the RAL campus
- Supports the education, exhibition and event staff in helping to set up and take down furniture, signage & cones and other items as identified for programs.
- Prepares facilities and campus for seasonal weather and scheduled events
- Maintains the care of RAL equipment including garden/landscape equipment, tools and materials used annually for RAL special events.

### Skills and Competencies

- Familiarity with the care and maintenance of historic or public property
- Skilled in necessary computer applications, including Microsoft Office
- Ability to organize and execute programs simultaneously
- Able to work well with volunteers
- Creative mind and sense of humor

### Physical Abilities and Requirements

- Lifting and moving tables, chairs, artwork, equipment, boxes, etc. up to 50 pounds
- Walking the property, climbing stairs and ladders, light maintenance
- Working outside with power equipment

This job description includes, but is not limited to, the duties and responsibilities as noted above. The essential functions of this job description are not exhaustive and may be supplemented.

It is the policy of the Rehoboth Art League (RAL) to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law.

Interested candidates should email a cover letter and resume to [hr@rehobothartleague.org](mailto:hr@rehobothartleague.org)