

Seasonal Operations Team Member Job Description

Summary: Capitol South, a non-profit development company, is seeking one part-time Seasonal Operations Team Member to assist with facility operations at the John F. Wolfe Columbus Commons, a park located in downtown Columbus, Ohio.

Classification: Part-time, seasonal employee

Location: Columbus Commons, located at 160 South High Street, Columbus, Ohio 43215

Salary/Benefits: \$17/hour. Free parking, no benefits.

Hours: 16-24 hours per week. Hours will not exceed 24 per week.

Schedule: Seasonal from May 17, 2021, through November 19, 2021. Shifts will be primarily on Sunday through Wednesday.

Reports to: Operations Manager and Park Operations Coordinators

Description: The Operations Team Member supports facility operations at the Columbus Commons. This includes landscaping, maintenance projects, restroom cleaning, trash removal, holiday lights installation, and other facility responsibilities as assigned. Landscaping duties may include planting, mulching, mowing, sod installation, turf grooming, fertilizer and pesticide application, weed removal, and other similar tasks. Facility projects may include painting, cleaning, minor carpentry, and other facility maintenance. The Operations Team Member works under the supervision of the Park Operations Coordinators who report to the Operations Manager to achieve goals within pre-determined timelines. This position includes communication with clients, co-workers, and park patrons in a professional and courteous manner. Work schedule and hours will be fixed Sunday through Wednesday to align with days when the park is not generally in use for events.

Qualifications: Candidates should have specific experience in one or more of the following areas—landscaping, construction, sports field management, or facility maintenance. Punctuality, independent decision-making ability, effective communication, and a positive client-service mentality are integral to success.

Candidates must meet the following requirements:

- At least 18 years of age by April 2021 and have a high school diploma or GED
- Have a valid driver's license
- Ability to pass pre-employment screenings
- Demonstrate ability to lift up to 70lbs using proper lifting techniques
- Ability to use Microsoft word, excel, and outlook for minor reporting responsibilities
- Work outdoors for long hours in a variety of seasonal weather conditions
- Familiarity with landscaping tools and techniques and basic hand tools
- Utilize a smart mobile device for communication
- Willingness to commit to working Sunday hours from May 17 through November 19.

Application: Please email a resume, including three references, and cover letter to

humanresources@downtowncolumbus.com with "*Operations Team Member*" listed in the subject line. No phone calls will be accepted. Only those candidates selected for an interview will be contacted.

We're an **equal opportunity employer**. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.