



Black Star Farms LLC: Facilities Assistant

PURPOSE: To maintain a safe and attractive property

PAY RATE: \$12-\$14/hour

CLASS: Hourly, part-time seasonal

HOURS: 15-25 hours per week, Thursday-Sunday, May-October

RESPONSIBILITY: Assist maintenance supervisor with groundskeeping, property clean up, events set up/tear down, and various general maintenance issues

REPORTING TO: Facilities Supervisor

REQUIREMENTS

- Problem analysis and solving
- Communication proficiency
- Some mechanical knowledge preferred

EXPECTATIONS

- Assist with general maintenance and upkeep of facility and equipment
- Contribute with efficiency to the facilities department
- Reliability-must arrive on time and work scheduled shifts barring illness or emergencies

PHYSICAL DEMANDS

- Requires heavy lifting (within reason)
- Can be dirty with regards to soil, chemicals, lubricants, building materials, etc.
- Work may be inside or outside, during extreme temperatures and weather conditions

WORK ENVIRONMENT

- Farm, Inn, tasting room, café, mechanical rooms, paddocks, winery, barn, grounds, etc.

OTHER DUTIES

- Includes anything as directed to make sure the property is operating efficiently and smoothly
- Responsible for general maintenance items regarding property upkeep and ensuring everything is in tip-top shape
- Support events staff with set up and tear down of events
- Support facilities supervisor with seasonal projects and general needs





- Organize, properly maintain, and store equipment after use
- Follow company policies, facilities systems, and safety procedures

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

