



Anderson

CENTER AT TOWER VIEW

Facilities Assistant - Temporary

The Anderson Center at Tower View seeks a detail-oriented individual with a strong sense of personal initiative to join its Facilities team as a Temporary Facilities Assistant. This role reports to the Property & Finance Director, while the Facilities Manager is on medical leave.

The Facilities Assistant role is primarily focused on temporary help with general facilities and grounds work from September through December 2024. Work will include basic maintenance tasks related to buildings, grounds work, and event set-up. Basic maintenance means simple repairs to equipment and facilities but does NOT mean in-depth carpentry, plumbing, or electrical work that would be done by contractors. Additional information is shown below.

- Flexible hours and workload at 10-15 hours per week, primarily Monday - Friday
- \$17-20/hour based on experience
- Does not include benefits

Take pride in your work as you steward the distinctive interior spaces of historic buildings on the Tower View campus, a creative refuge for visitors & artists from near and far.

Be an essential part of a dynamic arts organization that regularly hosts events, workshops, and artist residencies, as well as a busy calendar of rental gatherings.

Support the Red Wing area community by providing core services to Anderson Center tenants, including the Tower View Alternative School and local artists that rent year-round studio space.

To apply, submit a cover letter and resume to Property & Finance Director Joe Loer by e-mailing joe@andersoncenter.org

OR simply complete the online application form at https://form.jotform.com/Anderson_Center/Facilities

A hard copy application may also be picked up from, and delivered to, the Anderson Center office Wednesday – Saturday, 11 a.m. to 4 p.m.

The complete job description continues below. Job description updated August 21, 2024.

Facilities Maintenance – 50%

The position will also complete minor preventative maintenance and repairs, assist other maintenance personnel as needed, and assist with snow removal. Facilities Assistant will identify and report major repair and maintenance needs.

Grounds Maintenance – 30%

The Facilities Assistant will assist with grounds maintenance, to include trimming weeds, leaf removal, picking up debris such as branches, and snow removal using snowblowers and shovels.

Custodian – 10%

Though the Anderson Center has a Custodian, occasionally the Facilities Assistant will help with custodial work, which includes the bathrooms, entrances, hallways, galleries, offices, classrooms, kitchens, cafeteria, lodging, meeting and event spaces, and adjacent outside areas. Duties include vacuuming, sweeping, and mopping floors; cleaning and stocking restrooms; dusting and washing surfaces; washing linens; and emptying trash.

Events – 10%

The Facilities Assistant plays a key role in the Anderson Center's ability to host and present events by setting up and tearing down tables, chairs, technical equipment, tents and related for events, and to clean up buildings and grounds following events. Occasional weekend work is required for this responsibility.

Necessary Qualifications and Abilities

- Perform typical maintenance, grounds, and custodial duties (stand, walk, bend, stoop, twist, and turn frequently), perform repetitive arm movements required for cleaning procedures, and navigate a historic campus, including ramps, stairs, and outdoor terrain
- Lift 50 pounds, ascend ladders
- Safely use typical maintenance, grounds, and custodial equipment, materials, and solutions
- Ability to communicate with supervisor and adjust to changing priorities

Prior experience in a similar position is desired, but willing to train the right candidate with a desire to learn.

There will be other duties as assigned, and this position requires occasional weekend hours for events. The Anderson Center strives to create an inclusive and welcoming organization and community. We value equity, hospitality, and community and invite applications from people with a wide range of professional and lived experience. Employee will sign and adhere to Code of Conduct.