



## **Facility Supervisor Assistant**

**The person in this position is responsible for assisting the Facility Supervisor with maintenance aspects of the Dixon Facility. This will include building care and keeping, daily janitorial duties, and assisting with event/venue rental preparation and cleaning.**

### **Hours**

- Full- time position
- Weekend, Holiday, and evening work required

### **Minimum qualification requirements:**

- High School diploma and/or two (2) years of experience working in janitorial or event setup.
- Must be able to lift 40 lbs.

### **Specific duties include:**

- Daily cleaning of Dixon facility to include restroom cleaning, mopping, vacuuming, dusting, sweeping, trash removal and any other general cleaning.
- Perform set-up and take-down needs for all events and meetings held at the Dixon. Will require movement of tables, chairs, and other items between buildings and on the grounds
- Assist with general in-house maintenance of equipment and facilities
- Assist with shipping and receiving.
- Assist with repairs to equipment and facilities
- Work with curatorial staff during exhibition installation
- Other duties as assigned by Facility Supervisor or Director of Operations.

To apply, please send resume to Juliana Bjorklund, Director of Operations at [juliana@dixon.org](mailto:juliana@dixon.org)