



Full Time Facility Operations Specialist & Custodian - Job Description Summary

Position Overview:

The Facilities Operations Specialist & Custodian plays a vital role in maintaining the cleanliness, safety, appearance, and operational readiness of Cape Fear Botanical Garden's facilities and grounds. This position is responsible for providing a welcoming and well-maintained environment for visitors, members, event guests, volunteers, and staff through consistent custodial services, facility upkeep, and operational support.

In addition to daily custodial responsibilities, this position serves as a key member of the Garden's operations team by supporting exhibitions, rentals, educational programs, and special events through venue setup, breakdown, and event transitions. The successful candidate will take pride in maintaining high standards of cleanliness while ensuring event spaces are efficiently prepared, reset, and restored to support the Garden's busy event schedule.

The ideal candidate is dependable, detail-oriented, physically capable, and able to work independently while managing multiple priorities in a fast-paced environment. Flexibility to assist with evening, weekend, and holiday event operations and venue transitions is essential.

Location: Cape Fear Botanical Garden, 536 N. Eastern Blvd., Fayetteville, NC 28301

Position Status: Full-Time, Non-Exempt

Schedule: Primarily weekday hours with flexibility required for evenings, weekends, holidays, and event transitions as operational needs dictate.

Custodial Services

- Clean and sanitize restrooms, public spaces, meeting rooms, offices, and staff facilities.
- Sweep, mop, vacuum, dust, and maintain floors and surfaces throughout Garden facilities.
- Empty trash and recycling receptacles and replace liners throughout buildings and grounds.
- Clean windows, mirrors, glass partitions, doors, and other high-touch surfaces.
- Remove cobwebs and maintain a neat appearance throughout interior and exterior spaces.
- Clean break rooms, kitchens, countertops, appliances, grease traps, and related equipment.
- Maintain custodial equipment and ensure adequate inventories of cleaning supplies and materials.
- Monitor facilities to ensure cleanliness, safety, and compliance with Garden standards.
- Identify and report maintenance concerns, repairs, or safety hazards.
- Replace light bulbs and perform minor maintenance tasks as assigned.



CAPE FEAR BOTANICAL GARDEN

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Event Operations & Venue Transitions

- Execute event setups, breakdowns, and venue transitions for weddings, rentals, educational programs, exhibitions, and special events.
- Perform event "flips" efficiently and accurately to ensure spaces are ready for multiple events and activities throughout the week.
- Arrange, move, and reset tables, chairs, and event equipment according to event layouts and instructions.
- Coordinate with the Events Team to ensure event spaces are prepared on schedule and to specification.
- Conduct post-event inspections and restore venues to operational readiness.
- Maintain event furniture, equipment, storage areas, and inventories.
- Ensure all event spaces consistently meet Garden presentation and guest experience standards.

Facility Operations & Guest Services

- Assist with opening and closing procedures as assigned.
- Support building safety and security efforts.
- Assist with exhibit installations, seasonal displays, and facility projects.
- Work collaboratively with all departments to support Garden operations and programming.
- Follow all safety procedures, operational standards, and organizational policies.
- Perform additional duties as assigned.

Qualifications:

Required

- Ability to perform physically demanding work, including lifting, carrying, pushing, and moving equipment weighing up to 50 pounds.
- Ability to stand, walk, bend, kneel, climb, and work on your feet for extended periods.
- Ability to work indoors and outdoors in varying weather conditions.
- Strong attention to detail and commitment to maintaining high standards of cleanliness, safety, and presentation.
- Excellent organizational and time-management skills.
- Strong customer service and communication skills.
- Ability to work independently and as part of a team.
- Ability to manage multiple tasks and priorities in a fast-paced environment.
- Ability to safely operate custodial equipment and basic maintenance tools.
- Basic proficiency with email, shared calendars, and workplace technology.
- Flexibility to work evenings, weekends, holidays, and other hours as needed to support Garden events and venue transitions.



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Preferred

- Experience in custodial services, facilities maintenance, event operations, hospitality, venue management, or a related field.
- Experience with event setup, breakdown, and venue transitions.
- Familiarity with Google Workspace.
- Experience using basic hand and power tools.
- High school diploma or equivalent.

Compensation: \$16-\$18/hour, based on experience. Healthcare benefits, PTO, and family membership included after 90 days.

Application Instructions: To apply, please submit your application, which can be found at www.capefearbg.org/careers, outlining your relevant experience and qualifications to mirvine@capefearbg.org with “Facility Operations Specialist & Custodian” as the subject line. You may include a resume and cover letter.