

ELIZABETH F.  
**GAMBLE GARDEN**  
HISTORIC HOME & GARDEN

**JOB DESCRIPTION**

**Position Title:** Facilities Assistant

**Reports To:** Facilities Manager

**Position Type:** Part-time, in-person, non-exempt; variable schedule (0-15 hrs/wk)

**Schedule:** Flexible, on-call shifts based on availability; weekend availability required

**Compensation:** \$20-\$22/hour

**Position Summary**

Gamble Garden is seeking a dependable Facilities Assistant to support events and facility rentals on an as-needed basis. This behind-the-scenes role is essential to ensuring that event spaces are set up accurately, maintained in a clean and orderly condition, and returned to standard use after events.

The Facilities Assistant supports volunteer-led fundraising events, community rentals, and internal programs by completing event setup and breakdown efficiently and according to detailed specifications. This role is well-suited to someone who is reliable, physically active, and comfortable working short, flexible shifts that may arise on evenings or weekends.

Shifts are often brief (1–2 hours) and scheduled within a defined time window. For example, a setup may need to be completed by 8:00 a.m. on a Tuesday but can be done anytime after Sunday afternoon, or a quick turnover may be required between events on a Saturday.

**Key Responsibilities**

- Set up event spaces by arranging tables, chairs, and equipment according to event-specific requirements.
- Break down and clean spaces following events, ensuring furniture and equipment are properly stored.
- Maintain cleanliness and organization of event and storage spaces before and after events.
- Coordinate with the Facilities Manager, Office Manager, and Site Supervisor to confirm setup needs and event timelines.
- Respond calmly and effectively to last-minute changes or time-sensitive requests.
- Follow all organizational policies, safety procedures, and facility guidelines.
- Perform other facilities-related duties as assigned, in accordance with established safety procedures and job training.

## Qualifications and Experience

- Experience with event setup (tables, chairs, equipment) preferred, but not required.
- Ability to lift, move, and carry items weighing up to 50 lbs.
- Ability to stand, walk, bend, and perform physical tasks related to event setup and breakdown.
- Ability to safely perform assigned duties in accordance with Cal/OSHA safety standards.
- Strong reliability, organization, and time-management skills.
- Clear communication skills and the ability to work independently.
- Availability to work evenings and weekends as needed.
- Must be at least 16 years old; candidates ages 16-17 must obtain a valid work permit with legal guardian consent.

## Work Environment

This position works primarily outdoors and in historic buildings across the Gamble Garden property, with some indoor work. The environment includes varying weather conditions, uneven surfaces, and active event spaces. Physical activity such as standing, walking, bending, lifting, and moving event-related equipment is required. All duties are performed in accordance with established safety procedures and applicable Cal/OSHA standards.

## How to Apply

To apply, email [jobs@gamblegarden.org](mailto:jobs@gamblegarden.org) with “Facilities Assistant” in the subject line. Include a brief explanation of your interest in the role and your resume or relevant experience.

Elizabeth F. Gamble Garden is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status under applicable laws.