



Destination Caldwell/ Indian Creek Plaza  
**(PART-TIME) Facilities Assistant**  
Job Description

**OVERVIEW**

Part-time, hourly position \$15.00-17.50 per hour (DOE). Flexible scheduling with nights, weekends, and holidays shifts required. Reports to Destination Caldwell/Indian Creek Plaza Facilities Manager.

The Destination Caldwell/ Indian Creek Plaza (ICP) Facilities Assistant will be an excellent ambassador for Indian Creek Plaza and downtown Caldwell. This position will assist with the operation, mechanics, and maintenance of the Plaza including the ice rink/ribbon, water features, and stage. They will assist with Plaza operation services, maintenance of large and small equipment and vehicles, construction, and general maintenance, as well as custodial services. They also assist with maintenance, beautification, and improvements throughout Downtown Caldwell. They will maintain positive working relationships with internal and external partners including all Destination Caldwell and Indian Creek Plaza departments, city employees, vendors, and the community at large. Under the direction of the Facilities Manager, the Facilities Assistant will help with set-up and tear-down of event equipment, organize and maintain various ICP storage units, and assist with ICP events. They will assist with cleanup of ICP bathrooms, plaza debris, and other maintenance required for the operation and cleanliness of the plaza.

With the help of business and civic leaders, we are making Caldwell an even more desirable place to live, do business and visit. Now, we must work to protect our brand by continuing to preserve and expand on our progress. Opened in July 2018, Indian Creek Plaza (ICP) has become an iconic landmark for downtown Caldwell and the Treasure Valley. This outdoor venue features fountains and special events held throughout each season. In the summer, you can play in the fountain, catch a summer night concert, or attend an exciting festival. In the winter, enjoy outdoor ice skating, and other holiday activities. At Destination Caldwell, we strive to foster a relaxed, friendly work environment that encourages creativity and collaboration. We

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Opening and/or closing Plaza including setting up furniture, power washing and general maintenance.
- Event set up and/or tear down including tables, chairs, tents, fencing, etc.
- Assist with the maintenance of equipment and power tools associated with the plaza such as dasher boards, ice resurfacers, ice edgers, grinders, routers, drills, etc. in a manner consistent with safety principles
- Assist with ice rink/ribbon set-up and take down
- Perform maintenance, repair, service, and cleaning of ICP facilities and throughout downtown Caldwell, including but not limited to, grounds, restrooms, hallways, public areas, compressor room, and ice resurfacing room
- Assist the ICP Skate Shoppe and event staff with sales and check-in procedures when necessary
- Provide information and direction to guests in a positive and friendly manner
- Cleanup of trash, debris, etc. on the Plaza
- Restroom cleaning and re-stocking

- Provide a safe and enjoyable environment for guests and colleagues
- Be part of Downtown Clean Team
- Work courteously with ICP guests, vendors, associates, and the general public
- Other duties as assigned

### **KEY COMPETENCIES**

- Excellent internal and external customer service skills
- Ability to work independently
- Flexible attitude, diplomatic, quick learner
- Self-motivated
- Reliable and punctual
- Must have the ability to stay calm in stressful, fast-paced situations
- Ability to read and interpret operating manuals, technical repair manuals, schematic diagrams, etc.
- Ability to follow oral and written instructions
- Able to learn to learn programming of lights and audio
- Ability to operate & maintain operation of fountain system

### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent
- Customer service experience
- Experience utilizing equipment including hand and power tools preferred
- Must be willing and able to work flexible hours, including nights, weekends, and holidays as needed
- Valid Driver's License

### **PHYSICAL REQUIREMENTS**

- Perform bending, climbing, squatting, and reaching to both ground level and overhead
- Must be able to lift, carry, push, and pull 50 lbs.
- Must have the ability to hold and grip objects for extended periods of time
- Must be able to tolerate periods of prolonged standing or squatting
- Ability to navigate a variety of floor surfaces and areas including stairs, concrete, and wet surfaces
- Ability to work outdoors in inclement weather and a variety of environments including but not limited to heights, in darkened corridors, around crowds, loud noise, and flashing lights

### **WORK ENVIRONMENT**

- Both indoor and outdoor work environment
- Subject to constant hot or cool temperatures with an outdoor ice rink in the winter and water features and events in the summer
- Will be exposed to extreme heat, cold, dust, and/or pollen when performing maintenance duties outdoors
- Will be subject to mechanical, electrical, and chemical hazards associated with equipment, wiring, and other areas related to plaza repair and maintenance work

**TO APPLY-** Send resume with a minimum of three references to: [sabrina@destinationcaldwell.com](mailto:sabrina@destinationcaldwell.com). Please include the job title in the subject line.

### **AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMMODATION**

To ensure equal employment opportunities to qualified individuals with a disability, Destination Caldwell, Inc. will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.