



JOB DESCRIPTION

Title : Facility Associate (entry-level)

Work days/hours: Varied, part-time

Reports to: Administrator

Background:

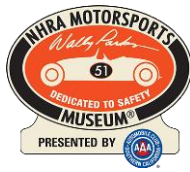
The Wally Parks NHRA Motorsports Museum based in Pomona, California celebrates the impact of motorsports on American culture. The Museum collects, preserves, exhibits and interprets the vehicles, stories and artifacts that represent America's affection for and the influence of, automotive speed and style in all its forms.

General Description:

Reporting to the Administrator, the Facility Associate works under the direction of the Facility Coordinator and is responsible for handling an array of duties in the museum. Some of these tasks include, but are not limited to, interacting with customers and vendors in person and over the phone, providing information, responding to requests, resolving problems, building maintenance, vehicle maintenance, etc. Throughout all interactions the Facility Associate must maintain a high level of professionalism and present the organization in the best possible light.

Facility Associate Responsibilities include, (but are not limited to):

- Greet customers courteously.
- Ensure excellent experience to customers visiting museum.
- Assists in coordinating building maintenance with Fairplex and other vendors.
- Assists in building maintenance, as necessary.
- Supports in the maintenance of all vehicles; Museum owned and loaned (i.e. clean, tire pressure, oil leaks, etc.).
- Accurately maintains vehicle inventory log.
- Assists in the preparation and safely transport of vehicles in and out of the Museum.
- Aids in maintaining the outlook of Museum by cleaning and arranging displays.
- Runs errands for Museum.
- Contributions to the Hall of Champion room set-up for receptions, etc.
- Works closely with volunteer aids.
- Maintains safe working environment for all at all times.
- Reports to the Facility Coordinator and/or Administrator when difficulties arise.
- Assists with other duties as assigned.



Required Qualifications:

- High School graduate or GED
- Excellent communication skills
- Knowledge of general vehicle maintenance and required equipment (preferred)
- Proficient in English communication skills, verbal and written
- Basic computer and electronics experience (preferred)
- Ability to follow direction under limited supervision

Physical Requirement:

- Able to lift up to 75 pounds
- Standing for periods of up to 3 hours
- Able to push and pull
- Ability to kneel
- Ability to twisting
- Ability to climb
- Ability to bend at waist and knees

Other Information:

- Some overtime and flexibility in work hours may be required.
- Some travel may be required.

Employee Name (Print)

Employee Signature

Date