



## *Facilities Manager*

*Life's Patina is looking for a Facilities Manager to be responsible for upkeep and maintenance of our retail buildings and personal farm. This is an exciting and unique opportunity for a self motivated individual with excellent time management skills to work in a beautiful setting with a variety of daily tasks.*

*Hours: Weekdays, 9am to 5pm with some evenings and weekends for Barn Sales and special events*



### QUALIFICATIONS

- Background in property maintenance
- Mechanical aptitude for repairs
- Self motivated and can work independently
- Strong time management skills and ability to prioritize
- Problem solving skills
- Good driving record
- Experience pulling a trailer preferred



### RESPONSIBILITIES

#### *FOR THE FARM*

- Perform a Daily Farm assessment and note items needing repair:
  - Problem solve or repair items personally
  - When necessary, schedule time for repairs to be done by approved contractors.
- Orchestrate and execute property maintenance and landscape schedule to include:
  - Vegetable Garden Planting/Maintenance and watering
  - Property cleanup/ fence repair, etc.
  - Seasonal pool maintenance
- Equipment maintenance
  - Keep all equipment in running order including servicing or fixing based on what is needed and organizing and executing annual schedule for ongoing maintenance
  - Interior Building Troubleshooting: working with House Manager and owners to execute repairs as needed.
- Special projects and larger scale maintenance as directed by owners



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### RESPONSIBILITIES (CONT'D)

#### *FOR LIFE'S PATINA*

- Deliveries
  - Receive all deliveries for Life's Patina, Mercantile and Farm
  - Breakdown/ removal of pallets/ Unbox materials for Retail Manager Review
  - Appropriately organize and remove all packing materials and ensure a clean work area at end of day
  - If deliveries arrive when Retail Manager is not present, notify Retail Manager of what has arrived
  - Transfer products between Barn & Mercantile locations as directed
- Event Preparation
  - Place signage, prepare gates & parking area according to Standard Operating Procedures
  - Construct and repair furniture vignette sets as directed
  - Move furniture based on design plan provided by the owner
  - Assist team members and handle other event based tasks as directed

#### *FOR MERCANTILE & CAFE*

- Repair and maintenance for all systems
- Preventative assessment and troubleshooting all building based problems
- Transfer products between Barn & Mercantile locations as directed