

## **Operations Assistant Job Description**

### **Job Title:**

Operations Assistant

### **General Description:**

The Valley Rock Gym is looking for a responsible and energetic individual with a strong work ethic to join our facility in Corvallis as a part-time Operations Assistant. The primary duties of the Operations assistant are janitorial in nature and mostly consist of daily cleaning and supply maintenance duties. The Operations Assistant is responsible for ensuring that the property is safe and secure for guests and team members, that the building and facility are well maintained and that operational areas have an atmosphere that meets or exceeds guest expectations. We also expect that the Operations Assistant leads by example, has a positive presence in the gym and within our community and demonstrates a commitment to principles of justice, equity, and inclusivity.

### **Job Responsibilities Include (but are not limited to):**

#### **Facility Operations:**

- Consistent and Regular cleaning of Facility, including but not limited to bathrooms, sinks, showers, fitness equipment, climbing pads, windows, etc. Cleaning may happen by sweeping, mopping, vacuum, or by hand.
- Ensures that the property is safe and secure for guests and team members, that the building and facility are well maintained, clean and that operational areas have an atmosphere that meets or exceeds guest expectations
- Communicates and ensures proper execution of safety protocols and emergency procedures.
- May include maintenance of climbing walls and their various components
- Ability to work with the Director of Operations on larger maintenance and construction projects.

#### **Community Leadership:**

- Establishes and maintains open, collaborative relationships with the leadership team and all other staff.
- Leads by example and has a positive presence in the gym and within our community.

**Requirements:**

- Excellent verbal and written communication skills.
- Punctual, dependable, strong work ethic, trustworthy, and detail-oriented.
- Ability to work independently and as part of a team.
- Ability to multi-task and problem solve.
- Prior experience in facility operations, cleaning and construction is a plus.
- Knowledge of climbing gym operations.
- Knowledge, skill and experience using a variety of construction tools.
- Ability to maintain inventory and plan purchasing of cleaning supplies and equipment.
- Experience working at height while on ropes is helpful.

**Work Hours:**

Part Time. 20+ hours/week.

Ideal Schedule: Sun-Thur 8pm-12am or Monday-Friday 4:30-8:30am.

**Compensation, Benefits and Perks:**

- \$16-\$18 per hour DOE.
- Paid Time Off (PTO)
- Facility Membership
- Access to pro-deals through our outdoor industry partners

**Physical Requirements:** Staff must be in appropriate physical condition for manual labor, including at height. Staff must be comfortable with lifting objects up to roughly 50 pounds.

**Please email your cover letter, resume and references to**  
[morgan@valleyrockgym.com](mailto:morgan@valleyrockgym.com)