



## JOB DESCRIPTION and SPECIFICATIONS

<b>Job Title:</b>	Operations Team Member	<b>Reports to:</b>	Operations Manager (assigned)
<b>Job Role:</b>	Operations Support	<b>FLSA Status:</b>	Hourly
<b>Work Department:</b>	Operations	<b>Work Location:</b>	NEC – Lake St. Louis, MO
<b>Level/Salary Range:</b>	Based on Skills & Experience	<b>Position Type:</b>	Full-time/Part-time

### Job Description: Summary of Position

The Operations Team Member is a detail-oriented individual responsible both for maintaining the readiness and usability of the Center’s barns, stalls, arenas, facilities, and grounds, etc. and for successfully supporting equine competitions and community events. He or she has an outstanding work ethic and enjoys providing excellent customer service as well as performing physical labor. This is an indoor/outdoor work environment that often demands strenuous activity and extended hours. Team members must be able to perform regardless of temperatures and weather conditions.

### Job Specification: Essential Duties and Responsibilities

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure that all restrooms, showers, and stalls are clean, sanitized and in safe, useable condition
- Ensure that all occupied common, public areas are consistently sanitized, organized and well-maintained
- Deliver sold products such as shavings, hay and grain in accordance with established NEC policies and procedures
- Direct traffic/control parking in loading and unloading zones as well as in designated parking areas of the property
- Perform set-up and tear-down of special event needs (e.g., risers, bleachers, competition equipment, signs, and/or decorations)
- Maintain Facility’s grounds including lawn care and ice/snow removal
- Process incoming deliveries with strict adherence to proper unloading, counting and stocking procedures
- Assist maintenance team to complete repairs, removals, replacements and installations as needed
- Operate tractors (with or without drag/rolling equipment), water trucks, skid-steers, fork-lifts, zero-turn mowers, and other heavy equipment for maintenance of facility and support of events \*
- Perform special tasks as assigned in efficient and effective manner with close attention to detail

#### KNOWLEDGE/SKILL/PHYSICAL REQUIREMENTS

- Effective communication with common-sense customer service skills
- Ability to work in a dynamic, high-pressure environment and in all weather conditions
- Ability to work at night and on weekends
- Ability to lift, pull, push, and/or carry 75 lbs.
- Ability to stand, kneel, bend, twist and walk as required throughout the work day to accomplish various tasks
- Ability to work days, nights and regularly on weekends with reliable, independent transportation to and from workplace
- Reliable, independent transportation to and from workplace

**This list is not intended to be all-inclusive. Employees may perform other related duties as assigned.**

Full time employees in this role may be eligible for benefits such as health insurance, vacation, uniform clothing, and dining discounts.  
The National Equestrian Center is a Drug Free Workplace/EOE.

Last updated by:		Date:	
Base Department Code:		HR Use Only	