



# MARIN COUNTY

## OFFICE OF EDUCATION

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### POSITION ANNOUNCEMENT

04/20/2023

#### RANCH WORKER (CONFERENCE & MAINTENANCE SUPPORT) ANTICIPATED OPENING

##### Walker Creek Ranch Outdoor Education School and Conference Center

The Marin County Office of Education operates a comprehensive Outdoor Education and Conference Center Program at **Walker Creek Ranch**, 1700 Marshall Petaluma Road, Marshall, California. This is a rural environment in West Marin County offering programs to both public and private sectors.

	<u>Starting</u>	<u>After 6 months</u>	<u>Annually thereafter</u>
<b>SALARY/</b>	<b>\$21.91/hour</b>	<b>\$23.01/hour</b>	<b>\$24.16/\$25.37/\$26.64/\$27.97/hour</b>
<b>BENEFITS:</b>	Comprehensive prorated benefit package of medical, dental, vision, and life insurance		

**THE POSITION:** Under general supervision, performs routine hospitality, custodial, groundskeeping and semi-skilled maintenance work at the Marin County Office of Education Walker Creek Ranch Outdoor Education Facility hereafter referred to as the Ranch. This position's primary assignment is in the area of hospitality, food service support, and the setup and breakdown of rooms and lodges based on guest needs. The position requires working weekends and some evenings.

**DUTIES AND RESPONSIBILITIES:** Cleans and performs routine maintenance on student cabins, conference lodging and meeting rooms, kitchens, offices, dining rooms and other facilities; office equipment and furniture in good working order; set up and breakdown meeting rooms and lodges based on guest needs and use; moves and transports equipment, furniture and supplies to and from the Ranch; confers with the supervisor in the resolution of maintenance or operations problems; interacts with the public and students in the course of work; trains, gives guidance and acts as a resource person to Ranch Helpers; sets up for meal services in dining room; assists cook in the display and serving of food; cleans residence rooms, vacuuming carpets, sweeping tile surfaces, washes and dries linens; collects and distributes linens; receives orders from linen service; maintains simple records and inventories; and performs varied duties, as assigned, related to the Ranch Program; and does other work as necessary requiring essentially the same efforts, skills, and responsibilities when work requirements are changed or modified.

**PHYSICAL DEMANDS:** Able to occasionally lift 25-60lbs.

**TRAINING & EXPERIENCE:** Any combination of training and experience which demonstrates possession of the knowledge and ability to perform the position described above is the minimum employment standard for the class. Typically, prior experience in hospitality and food service is a requirement.

**DEADLINE:** May 4, 2023 5:00PM

**TO APPLY:** Submit the following documents online at [www.edjoin.org](http://www.edjoin.org); via email ([abraehmer@marinschools.org](mailto:abraehmer@marinschools.org)), or in person to 1111 LAS GALLINAS AVE, SAN RAFAEL CA 94903, or 1700 MARSHALL PETALUMA RD. PETALUMA CA 94952

- *Preferred but not required:* Three recent letters of recommendation
- Letter of interest/introduction/cover letter
- Current resume
- Valid CA Driver's License

In compliance with the Immigration Control and Reform Act of 1986, the Marin County Office of Education requires all new employees to produce certain documents to verify their identity and right to work in the United States. Such documents may include, among others, U.S. Passport, Birth Certificate, Valid Driver's License, and Social Security Card.

The Marin County Office of Education prohibits discrimination against and/or harassment of employee job applicants on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation in any of its policies, procedures or practices in compliance with Title VI of the Civil Rights Act, Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and the Age Discrimination Act of 1975.