

**Operations Services Worker
(Guest Services Department)
Full-time Position**

The Jones Center at Ichauway is currently accepting applications for the Operations Services Worker position in the Operations Department. The 28,500-acre research center located in southwest Georgia between Albany and Bainbridge. The Center's research, education, and conservation programs focus on ecology and natural resource management. The site includes 16,000 acres of longleaf pine forests, over 1,000 acres of wetlands, and 26 miles of stream and river ecosystems. Job application and further information can be found on the Jones Center's website www.jonesctr.org

Qualifications: High school diploma desirable plus one or more year's relevant experience. Experience may be substituted for diploma. Must be/become Serve Safe Certified.

Job Requirements: To ensure that the facilities of the Jones Center at Ichauway are always clean and presentable and assist in all areas of preparation of meals for Center guest. When guests are at the Woodruff House the job purpose is expanded to include housekeeping at the Woodruff House, Woodruff House Annex and Skeet Lodge, as well as cooking and serving. Perform all housekeeping duties in assigned buildings, and lodging. Assist in preparation of meals for Jones Center guests. Planning meals, food procurement, and ensuring that consistent quality meals are delivered. Maintain a clean, well-organized kitchen, ensure cleaning and maintenance schedules are followed. Report any maintenance repair issues to supervisor immediately. Perform housekeeping duties as assigned at the Woodruff House, Woodruff House Annex and Skeet Lodge. Assist in the cooking and serving of the invited Woodruff House guests of the Woodruff Foundation and Jones Center. Assist with determining the need for supplies and groceries in a timely manner. Assist in the maintenance of an adequate inventory of supplies and groceries to serve invited guests. Perform other related duties as required.

To Apply: Email a cover letter, resume, job application and list of at least three references with complete contact information to: jobs@jonesctr.org **Subject: Operations Services Worker** Questions regarding the position should be emailed to terri.underwood@jonesctr.org. Applications will begin immediately and received until the position has been filled. Competitive salary with an excellent benefits package that includes a retirement plan, health, dental & vision insurance. Work schedule is primarily Monday – Friday, with occasional evenings and weekends.

The Jones Center at Ichauway aspires to fully embrace equity, diversity, and inclusion. We reject all forms of racism including overt and systemic, prejudice, discrimination or hate toward any race, ethnicity, culture, age, gender, sexual orientation, gender identity, ability, national origin, veteran status, socioeconomic class, religion, or professional status. The Jones Center at Ichauway is an equal opportunity/affirmative action E-Verify employer.