



Weekend Security & Facilities Attendant

Location: Lochwood Manor

Hours: Fridays, Saturdays & Sundays | 4:00 PM – 11:00 PM

Reports To: Venue Manager / Operations Manager

Position Overview

Seedling and Sage is seeking a dependable, detail-oriented Security & Facilities Attendant to ensure the safety, cleanliness, and proper closing of the property during weekend events. This role is essential in maintaining a secure environment for guests while protecting and preserving the venue's grounds and facilities.

The ideal candidate is observant, proactive, and takes pride in ensuring the property is properly secured at the end of each event.

Key Responsibilities

Grounds & Guest Monitoring

- Patrol the property throughout events to ensure guests remain in designated areas
- Prevent unauthorized access to restricted areas
- Address minor concerns professionally and notify management of any issues
- Maintain a visible presence to support a safe and secure environment

Event Space Shutdown

Responsible for properly closing and securing all event areas, including:

- Ceremony Site
- Arnold's Lounge
- Mini Barn
- Ballroom

End-of-night duties include:

- Turn off all exterior lights
- Ensure HVAC/AC systems are turned off as directed
- Close and secure all windows
- Lock all doors and access points
- Confirm battery packs are collected and stored properly

- Remove and store handicap signs and traffic cones
- Ensure dumpster lids are fully closed
- Empty trash receptacles as needed
- Empty Cigarette receptacles
- Walk the grounds to confirm no trash remains on the property

Qualifications

- Reliable and punctual
- Comfortable working outdoors and walking the property multiple times per shift
- Strong attention to detail
- Ability to work independently
- Professional demeanor when interacting with guests and vendors
- Prior security, facilities, or event venue experience preferred but not required

Physical Requirements

- Ability to walk and stand for extended periods
- Ability to lift up to 30–40 lbs (trash bags, cones, equipment)

Compensation

- \$25 hr

What We're Looking For

Someone who takes ownership of the property, treats it like their own, and ensures Lochwood looks just as beautiful at 11:00 PM as it did when the event began.