



**Job Title: Fleet Vehicle Attendant**

**Department:** Guest Relations

**Reports to:** Guest Relations Manager

**FLSA Status:** Non-Exempt (Full-time)

**Effective Date:** January 23, 2023

The White Oak property is 17,000 acres of mixed forest and wetlands along the St. Mary's River in northeast Florida. The property is home to a number of separate and unique locations, including the White Oak Conservation center, a state-of-the-art scientific education and conservation center focused on saving and recovering populations of rare species, building assurance populations, researching animal health, convening experts, and educating the next generation of conservation experts.

**Position Purpose:**

Exterior and interior maintenance of the guest fleet of vehicles and equipment to include cleaning and fueling.

**Responsibilities and Tasks:**

**Accounting**

- Inspect, clean, and fuel White Oak Guest fleet vehicles and equipment
- Maintain and stock wash bay with cleaning materials and supplies
- Staging and relocating vehicles
- Assist guest relations staff with facility set up and breakdowns
- Assist guest relations staff with cleaning and placement of outdoor furniture
- Assist guest relations staff with cleaning and maintaining activity equipment
- Assist and support White Oak departments as needed and requested
- Perform other duties that may not be identified above, but are required to provide a safe, clean, healthy, and enjoyable environment for White Oak owners and guests

**Minimum Requirements:**

- Highly responsible and reliable
- Experience with needs assessment techniques, quality standards, satisfaction, and evaluation techniques
- Ability to multi-task and prioritize
- Flexible and adaptable
- Highly collaborative and team-oriented

**Special Working Conditions:**

- Must have valid drivers' license.
- Must be able to work weekends and holidays
- Must be able to lift 50lbs regularly
- Must be able to bend, lift and stand for long periods of time

**Location**

The position is in Yulee, Florida.

**To Apply:**

Please submit as an email attachment in **ONE** document: cover letter, resume/CV and three professional reference's contact information to [careers@white-oak.org](mailto:careers@white-oak.org) or apply through Indeed.com. Applicants will be considered until the appropriate candidate has been identified.

*White Oak Conservation Holdings, LLC is committed to creating an environment where diverse perspectives are welcome, and to nurturing a culture where everyone feels valued and appreciated. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state, or local law.*