Maintenance Custodian
Job Posting

<table>
<thead>
<tr>
<th>Dept: Facilities</th>
<th>Reports to: Property Services Supervisor</th>
<th>Direct Reports: N/A</th>
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<tbody>
<tr>
<td>Type: Full Time</td>
<td>FLSA: Non-Exempt</td>
<td>Date: May, 2023</td>
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**POSITION DESCRIPTION**
The Maintenance Custodian performs a wide variety of maintenance responsibilities in and around museum facilities; responds to calls for service; manages setup and takedown for museum and rental events; and works closely with staff to meet the custodial needs of the museum. This role acts as a leader in the day to day and events cleaning responsibilities. This position will fill-in for the Property Services Supervisor in their absence.

This role is a part of the weekend rotation for the Custodial Services staff and is responsible to work some evenings when events occur at the museum. The rotating weekends occur two times per month, and each are 8-hour shifts (total of 16 hours per month).

**ESSENTIAL RESPONSIBILITIES**
- Painting and maintenance responsibilities throughout museum.
- Manages the set up and take down of museum events. Assists in clean-up for events. Includes put up and take down of stanchions for events as needed. Weight of stanchions approximately 25 – 30 lbs.
- Works with facilities vendors as required for various museum needs.
- Is present in the museum for facilities vendor visits.
- Performs the following custodial tasks:
  - Damp mopping or washing of floor.
  - Waxing and buffing floors.
  - Vacuuming Carpets – includes use of a regular vacuum cleaner, as well as a back-pack vacuum for the Café and Theater. Weight of the back-pack vacuum approximately 10 lbs.
  - Dusting (non-art).
  - Window cleaning (interior only).
- Must be knowledgeable about the configuration of the museum to ensure proper cleaning.
- Assist in preparation work during renovations and clean up.
- Acts as first level of response for urgent issues requiring clean-up.
- Snow removal (emergency situations only).
- Other related duties as assigned by the Property Services Supervisor.

**DUTIES REQUIRING SPECIAL TRAINING**
- Floor Machine Operation
- Light Bulb Changing
- Vehicle/forklift Operations

**MINIMUM REQUIREMENTS**
Education and Experience
- High school or equivalency.
- Minimum of 5 years custodial experience preferred.

Skills and Abilities
The museum will provide on-the-job training, specific to our equipment and facility.
- Available to work evenings, weekends, and holidays when the museum is open.
- Working knowledge of cleaning materials and equipment, and their proper use according to state and federal regulations, including safe disposal of hazardous materials.
- Ability to identify stains and use proper chemicals for their removal.
- Ability to communicate with museum staff, museum vendors, and with museum patrons for events. (Take direction; ask questions; provide responses and feedback.)
- Ability to willingly attend and participate in training sessions.
- Ability to learn and practice acceptable cleaning methods.
- Strong interpersonal skills.

WORKING CONDITIONS

The work environment characteristics described here are representative of those the Maintenance Custodian role encounters while performing the essential functions of the role:

Climate controlled art museum with display galleries, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. Work is performed primarily indoors and occasionally outdoors in lobbies, art display galleries, public and as well as non-public offices and storage areas. In addition, the position requires the following:

- Able to lift 50 pounds or more, and occasionally lift and/or move more than 100 pounds.
- Able to work standing for long periods of time and moving throughout premises.
- Able to bend frequently.
- Ability to ascend and descend stairs and ladders.
- Specific vision abilities required, and include close vision, distance vision, depth perception, and the ability to adjust focus.
- Occasionally work near moving mechanical parts and in outside weather conditions.
- Noise level in the mechanical areas is usually loud.