

Human Resources

JOB OPENING

March 18, 2010

POSITION TITLE: MAINTENANCE WORKER

REPORTS TO:

Manager, Maintenance

STATUS:

Full-time, non-exempt; 40 hours per week, may require weekend or evening shifts.

JOB RESPONSIBILITIES:

To daily clean and maintain the Museum's facilities to the highest standards.

Additional duties include:

1. Clean restrooms, steps, elevators, offices and galleries including vacuuming, mopping, dusting, trash removal, glass, chrome, window washing, and restocking of supplies.
2. Clean outside entrances including scrubbing stains on concrete, trash removal, dusting, washing and sweeping.
3. Cleaning and maintenance of outside reflecting pool.
4. Strip, wax, buff and mop floors as assigned.
5. Assist with set-up and tear down of events, office moves and other happenings involving moving and rearranging furniture, supplies, files and other materials.
6. Complete work orders as assigned including snow and ice removal and trips to the warehouse to gather supplies, furniture or files and the like.
7. Paint offices, galleries and other locations as needed.
8. Perform additional duties as assigned.

JOB REQUIREMENTS:

Minimum:

- High school diploma or GED required.
- Must be able to safely lift up to 50lbs.
- Must be able to do heavy lifting with assistance, such as moving furniture.
- Be comfortable standing and walking on hard floors continuously.
- Be comfortable with heights including catwalks, scaffolding, lifts, and ladders.
- Must be available to work overtime and some holidays as required.

TO APPLY

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