



Facilities Associate

Reports to: Exhibits & Facilities Coordinator

Nature and Scope of Position

Assist in maintaining the overall cleanliness of the museum, and perform a variety of cleaning duties at the Discovery Center.

Key Areas of Responsibility

Custodial:

- Daily, weekly, and monthly cleaning of museum facilities, including the outdoor patio and building perimeter.
- Regularly vacuums, wipes down, and washes facilities and exhibit components, including glass, carpet, wood, water areas, and all hand-made objects.
- Launders exhibit components as needed.
- Deep cleaning of classrooms, The Studio, and the Franke Kitchen exhibit areas on a regularly scheduled basis.
- Clean and service all restrooms, disinfect all toilet bowls, sinks and countertops. Replenish all toilet rolls and towel dispensers. Remove trash and replace lining in all trash cans.
- Pick up litter from around the building and grounds.
- Empty garbage and trash receptacles, recycle bins.
- Identify and report possible repairs to the supervisor.

Other Duties:

- Attend monthly staff meetings.
- Other duties as assigned by the Exhibits & Facilities Coordinator.

Competencies:

Strong communication skills
Results-oriented
Quality-minded
Multi-task

Client service-minded
Organized
Interpersonal skills
Attention to detail

Flexibility
Prioritization skills
Punctuality and Timeliness
Positive, upbeat attitude

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills and/or abilities required:

- One year's experience in custodial work is preferred.
- Ability to interact effectively, professionally, and courteously with visitors, staff and volunteers.
- Knowledge of janitorial procedures and ability to operate related equipment.
- Ability to operate with interactive and fast-paced team oriented tasks
- Ability to relate to persons of all ages, diverse backgrounds, skills and abilities.
- Must be able to handle multiple tasks.

- Ability to work a very flexible schedule that will include nights, weekends and holidays
- Ability to work on ladders.
- This job requires periods of standing, sitting, walking, stooping, kneeling, reaching, turning, twisting, bending above and below the waist, use of hands and arms, lifting, talking, hearing, use of computer and keyboard, and use of cleaning supplies and equipment. Must have the ability to use both hands in fine manipulation of small tools; the ability to see well enough to read handwritten and typewritten materials; push/pull up to 10 lbs., and regularly lift up to 25 pounds.
- Noise level varies from quiet to loud
- Temperature varies from hot to cold

Discovery Center is committed to creating and maintaining an equitable workplace in which all employees have a chance to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. A workplace where employees of all races, religions, political affiliations, sexual orientations, gender identities, ability, and age find an opportunity.