

Museum Porter, Part-Time

Job Description Summary:

This position holds primary responsibility for the daily custodial (janitorial) services of the Museum grounds and buildings to ensure an inviting, safe and extraordinary experience for Museum Guests.

Basic Function and Responsibilities including but not limited to:

- Maintaining cleanliness and appearance of exhibits, common areas (inclusive of planetarium, Omni Theater, Museum School and Stars Cafe, staff offices, restrooms, Museum grounds and dumpster areas)
- Assist in maintaining custodial equipment
- Assist with recycling program
- Support and assist with special events and after hours functions as required
- Assist guests by welcoming, giving directions and offering information about museum programs, exhibits and services

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be eighteen (18) years of age or older
- Must have knowledge of janitorial techniques and equipment and possess skills to operate small equipment
- Porters will clean all areas of the facility and grounds including restrooms, windows, doors, floors and will assist with other duties as assigned including movement and set up of furniture, fixtures and equipment
- Possess basic knowledge of various cleaning chemicals used in janitorial areas
- Must be observant, friendly and proactive

Education/Experience:

- Experience in janitorial or porter field preferred

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers to handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds.
- Ability to speak/write in fluent English.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Team oriented environment
- Ability to work irregular hours (holidays and weekends)
- Ability to work special events and functions as required
- Ability to work outdoors in heat, cold and inclement weather

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