



JOB DESCRIPTION

Title: Janitor (Job Share)

Employee Classification: Part-Time, Hourly, Non-exempt

Work Schedule: This is a job share position.
 The open position shift is: Thursday, Friday, Saturday: 7am – 10am
 Some evening and weekend hours are required
 Saturday shift must be done on Friday evening once per month

Reports To: Lead Floor Manager

Job Purpose: Promotes company policies and ensures quality guest experience by performing a variety of custodial, housekeeping, and general maintenance functions to maintain the cleanliness and care of the Museum.

ESSENTIAL DUTIES AND RESPONSIBILITIES

<p>1. 70% PROVIDES QUALITY CLEANING</p> <ul style="list-style-type: none"> • Cleans Building Floors by sweeping, mopping, scrubbing, or vacuuming them using powered machines equipped with rotating brushes • Services, clean, and supply restrooms • Cleans and polishes furniture and fixtures in exhibits using both step and extension ladders • Cleans windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees • Dust such items as railings, exhibit's plastic foliage and other exhibit common areas • Sets up and takes down equipment and furnishings 	<p>3. 10% PROVIDES MAINTENANCE SUPPORT</p> <ul style="list-style-type: none"> • Performs minor maintenance and repair work, such as unskilled painting, changing of light bulbs and maintaining cleaning equipment • Observes appearances and conditions of premises and equipment; reports needed repairs, safety hazards, or conditions requiring outside vendor services • Loads and unloads supplies and moves heavy furniture and equipment using dollies, handcarts, or power equipment • Replaces light bulbs and fuses • Shampoos carpets
<p>2. 10% MAINTAINS INVENTORY OF EQUIPMENT AND PRODUCTS</p> <ul style="list-style-type: none"> • Follows procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures • Maintains records as required • Cleans cleaning equipment using solvents, brushes, rags and power cleaning equipment 	<p>4. 10% SUPPORTS IN MAINTAINING SECURITY AND SAFETY POLICY OF THE MUSEUM</p> <ul style="list-style-type: none"> • Monitors building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created • May perform ground maintenance including removal of snow from sidewalks and salting walkways • Reports safety concerns after general facility walk through • Mixes water and cleaning solutions according to specifications

JOB QUALIFICATIONS

EDUCATION: High school diploma or GED required.

EXPERIENCE: One year experience in the care and cleaning of buildings.

SKILLS & ABILITIES: Knowledge of standard methods, practices, occupational hazards and safety rules, knowledge of the proper use of chemicals, ability to follow instructions, ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners and cleaning compounds and solutions. Ability to bend, reach, and stand for extended periods. Ability to lift up to 75 pounds.

Please sign below stating you have read and understand the above job description.

Employee's Signature

Date