

# Museum of Discovery

## Facilities Care Technician



**Job Summary:** The Facilities Care Technician will provide our guests and employees with a safe, attractive, comfortable and clean place to work, play and learn by performing routine cleaning of the museum including but not limited to office spaces, classrooms, restrooms, common areas and galleries. The ideal candidate for this position has custodial experience, enjoys working as part of a team but can also work individually, is personable, dependable and has a good work ethic. The schedule for this position will be Wednesday through Sunday, and the hours will be 7:30am – 5:00pm (Wed-Sat) and 11am – 5pm on Sunday. Some flexibility with scheduling and/or occasional overtime may be required.

**Department:** Exhibits and Facilities Department

**Reports to:** Lead Facilities Care Technician

**Education:** High School Diploma or equivalent

**Experience/Skills:** Custodial experience is a must.

### Workplace Values:

We are looking for applicants who line up with and exemplify our company values:

- Imagination – We are dedicated to providing an experience that fosters imagination and ignites passion.
- Growth – We are passionate about training our employees and recognizing the uniqueness of everyone.
- Neighborly – We strive for positive relationships, where everyone does their part to make them successful.
- Integrity – We adhere to the highest moral and ethical standards in all that we say and do.
- Teamwork – We are a diverse but unified team, working together to achieve excellence in all that we do.
- Embracing Change – We are always open to new ways to improve employee engagement.

### Special Skills:

- Knowledge of standard cleaning procedures, chemicals, products, and equipment.
- Knowledge of the Workplace Hazardous Materials Information System.
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.
- Must have a positive attitude.
- Attention to detail.
- Ability to work with a team as well as independently.

### Job Responsibilities:

- Clean floors by sweeping, mopping (wet or dust), scrubbing, or vacuuming.
- Service, clean, and maintain restrooms.
- Clean and polish furniture, exhibits and fixtures.

- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and other equipment.
- Gather and empty trash daily.
- Clean outside museum entrance.
- Maintains cleanliness in hallways and entrances.
- Assists in maintaining a proper inventory of supplies.
- Completes work assignments professionally and in a timely manner.
- Set up and tear down tables and chairs for meetings and events.
- Perform and/or report minor maintenance repairs
- Assists with special events and various projects that could include afterhours events.
- Adhere to all safety policies.
- Perform other duties as assigned.

Please send your resume, a cover letter and three references to [jannett@museumofdiscovery.org](mailto:jannett@museumofdiscovery.org) or by mail to: **(no phone calls please)**

Josh Annett

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