

Job Title: Custodial & Maintenance Assistant
Department: Exhibits and Facilities
Reports to: Exhibits and Facilities Dept Manager
Position Type: Part-time / Non-exempt
Rate: \$17-\$19 per hour
Expected 12-16 hours per week



Position Purpose

The Custodial & Maintenance Assistant supports the Exhibits and Facilities Manager to perform routine cleaning, repairs, and maintenance of the building and exhibits to ensure they are fully-operational, safe, and attractive for visitors and staff

Supervises

N/A

Major Areas of Responsibility

- Perform routine cleaning of the building and maintenance of exhibits as assigned
- Assist Facilities Manager with building, building systems, grounds maintenance and other duties as assigned

Primary Objectives

- Ensure that ScienceWorks' building and grounds are clean, fully operational, safe, and welcoming for visitors and staff on a consistent basis

Representative Duties and Responsibilities

- Vacuum and mop floors, wipe down surfaces, weekly bathroom cleaning, detail cleaning, stocking supplies
- Prepare rooms for events, rentals, and other programs and purposes, including setup and take down of tables, chairs, AV equipment, etc.
- Assist with building projects such as painting, changing lighting, etc.
- Perform repairs and maintenance of exhibits

Required Knowledge, Skills, and Abilities

- Proficiency in building repairs and maintenance
- Familiarity with grounds maintenance requirements and procedures
- Demonstrated ability to take instruction and follow-through on assignments

Essential Traits

- Reliable
- Hard-working and willing
- Hands-on, mechanically-inclined
- Commitment to teamwork

Qualifications

- Minimum high school diploma or equivalent
- Minimum one (1) year of experience in building maintenance or related field

Work Environment & Physical Demands

Duties are performed in museum, office, and outdoor environments. Duties require standing and physical activity for multi-hour periods. **Please see Physical Demands Checklist below.**

Standard work days are generally weekdays. Working hours depend on project needs and schedules. Occasional evening and weekend work may be required.

ACKNOWLEDGEMENT

I have read this job description and understand the responsibilities and requirements of this position.

Print Employee’s Name

Employee’s Signature

Date

Supervisor’s Signature

Date

Science Works Museum retains the right to change or modify job duties at any time. The above job description is not all encompassing. Job descriptions may vary according to changing organizational needs and requirements.

Analysis of Physical Demands Checklist

Key (Based on typical week):

N=Never

R=Rarely (Less than 1 hour per week)

O=Occasional (3%-33% of time)

F=Frequent (34%-66% of time)

C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Under 10 lbs				X		Reach over shoulder		X			
11-20 lbs				X		Reach over head			X		
21-50 lbs			X			Reach outward			X		
51-100 lbs		X				Climb		X			
Over 100 lbs	X					Crawl		X			
						Kneel			X		
<i>Pushing/Pulling</i>						Squat			X		
Under 10 lbs				X		Sit				X	
11-20 lbs				X		Walk-Normal Surfaces				X	
21-50 lbs			X			Walk-Uneven Surfaces			X		
51-100 lbs		X				Walk-Slippery Surfaces		X			
Over 100 lbs		X				Stand				X	
						Bend				X	
<i>Driving</i>											
Automatic Trans		X									
Standard Trans		X									
<i>Other</i>											
Keyboard/Ten Key			X								
Fingering (fine dexterity)			X								
Handling (grasping, holding)			X								
Repetitive Motion - Hands		X									
Repetitive Motion - Feet		X									