**Title**: Facilities Custodian

**Department**: Facilities

**Status**: Part-time, hourly

**Supervisor**: Facilities Manager

**Position Description**: Provide custodial services for the Museum, cleaning, maintaining, and preserving the varied and unique buildings, and providing a high level of service to the Museum community and visitors. Uses cleaning methods and procedures appropriate to each area of the campus, and executes consistently high standards of performance in all Museum security concerns.

**Major Tasks and Responsibilities**:

* Performs custodial services for all Museum structures and properties in an efficient, well-organized and professional manner.
* Assists with special event set ups when requested
* Communicates effectively and positively with Museum staff, volunteers, and visitors.
* Acts as an enthusiastic advocate and personal representative for the Museum in the community by promoting its resources, programs and services.
* Other duties as assigned.

**Education and Experience Requirements**:

* One year of experience working within custodial services including cleaning and maintaining Museum or similar facilities receiving high public use.
* Must have valid AZ driver’s license
* Basic computer skills including email fluency
* High School diploma or equivalent

**Abilities, Skills, and Knowledge**:

* Ability to maintain confidentiality in all professional matters.
* Honesty, a positive work ethic and a team player
* Ability to orally communicate rules, procedures, and information about the museum with staff, visitors, and others to whom you represent the institution.
* Ability to work occasional weekends, evenings, and other scheduled hours.
* Familiarity with cleaning procedures, equipment, supplies, and chemicals, with particular attention to the safety and effectiveness of each product used.
* Ability to operate cleaning and maintenance equipment.
* Ability to work independently, often times with little or no direct supervision, while maintaining productive work.
* Physical abilities: Ability to bend, stoop, crouch and carry a minimum of 50 pounds, climb stairs and ladders, and perform other functions requiring mobility. Visual acuity to allow use of electronic and security equipment.

**Working Conditions**:

* Works 20 hours per week.
* Works both indoors and outdoors.
* Additional hours over 20 a week may be needed occasionally.

**How to apply:**

Please submit a cover letter and resume to [employment@musnaz.org](mailto:employment@musnaz.org). Email is the preferred method of application submission. If you have further questions, please contact Jill Thomas at 928-774-5211, ext 203.