**Title**: Facilities Custodian

**Department**: Facilities

**Status**: Part-time, hourly $15.50/hour

**Supervisor**: Director of Facilities

**Position Description**: Works under the direction of the Director of Facilities. Provides 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.

**Responsibilities**:

* Performs custodial services for all Museum structures and properties in an efficient, well-organized and professional manner.
* Uses cleaning methods and procedures appropriate to each area of the campus.
* Executes consistently high standards of performance in all Museum security concerns.
* Assists with special event set ups when requested.
* Assists with snow removal when needed.
* 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.

**Key Relationships:**

* Works under direction of Director of Facilities.
* Works with Visitor Services department for cleaning of exhibits building and occasional event set up.
* Coordinates with Facilities Technician to ensure department work is covered.

**Education and Experience Requirements**:

* One year of experience working within custodial services including cleaning and maintaining Museum or similar facilities receiving high public use.
* High School diploma or equivalent.
* Basic computer skills including email fluency.

**Abilities, Skills, and Knowledge**:

* Ability to work independently, often times with little or no direct supervision, while maintaining productive work.
* 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 maintain confidentiality in all professional matters.
* Ability to orally communicate rules, procedures, and information about the museum with staff, visitors, and others to whom you represent the institution.
* Honesty, a positive work ethic and a team player.
* Ability to work occasional weekends, evenings, and other scheduled hours.
* 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 24 hours per week.
* Works both indoors and outdoors.
* Additional hours over 20 a week may be needed occasionally.

**Other requirements:**

* Must have valid AZ driver’s license.
* Must be fully vaccinated for COVID 19.
* Must pass a standard background check.

**How to apply:**

Please submit a cover letter and resume to 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.