Title: Facilities Custodian  
Department: Facilities  
Status: Full-time, hourly  
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 the 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 35-40 hours per week.
• Works both indoors and outdoors.
• Over time or weekend hours 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.