



**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.
- IPM (Integrated Pest Management). Takes lead in responding to pest removal.
- 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.



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- 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](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.