

Facilities Associate

The Facilities Associate is responsible for assisting with the care and cleaning of the museum along with minor repairs to exhibits. This position reports directly to the Director of Facilities. This part-time position assists with cleaning, maintaining exhibits, events set-up and breakdown. The schedule is Thursday through Sunday, averaging 30 hours a week. Occasional evenings needed for special events.

Responsibilities

Sweep, blow outdoor walkways and parking lots. Maintain Adventure Zone garden.
Monitor parking lot and entrance gate. Direct guests in parking when needed.
Assists and performs cleaning and setup to ensure the museum is maintained and is ready for daily operations.
Assist in monitoring use of consumables (toilet paper, paper towels, light bulbs, cleaning supplies, filters, etc.)
Help in ensuring bathrooms are stocked with consumables.
Ensure cleaning caddies are fully stocked.
Assists with stocking cafe and gift shop.
Assist in regular deep cleans of exhibits as well as daily sanitizing of exhibits.
Trash removal as needed.
Assists in stocking play items in exhibits.
Works with the Director of Facilities on miscellaneous tasks, as assigned.
Waters plants on a schedule.
Perform minor repairs to exhibits as needed and directed by Director of Facilities.
Maintain appearance of exhibits and museum areas removing scuffs or applying touch up paint as needed.
Maintain organization of basement and staff areas ensuring materials are stored properly

Qualifications

Ability to work with other staff and volunteers in a collaborative and positive manner.
Demonstrate high comfort level around children, a diverse public, and flexibility in responding to challenging situations appropriately.
Ability to work independently, self-motivated, and take initiative.

Physical Requirements

Must be able to bend, kneel, stand, climb ladders and perform other physical tasks.
Must be able to lift chairs, set up tables and carry 50 pounds.

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties and responsibilities may change at any time. Before hiring, a thorough background check will be completed.

Please send your resume to Megan Ward at mward@QubeinChildrensMuseum.org