Job Description

Title: Maintenance & Grounds Keeper

Division: Operations

Position Reports to: Lead Maintenance & Grounds Keeper

Date Revised: September 2020

I. General Summary
Responsible for providing janitorial and maintenance support to the Plains Art Museum building as well as the Center For Creativity building. The full-time position is responsible for the cleanliness, safety, and security of museum buildings and grounds.

II. Job Duties/Responsibilities
• Provide facility-wide cleaning and maintenance on scheduled shifts to insure sanitary and safe conditions.
• Monitor the general condition of the facility and notify the Facilities Manager of specific issues.
• Responsible for opening, closing and securing the Museum facility as scheduled.
• Responsible for the setup and take down for Museum property programs and rental functions.
• Maintain clean Museum property grounds outside all buildings.
• Perform other duties as assigned.

Job Qualifications/Requirements:
1. Education: The position requires a minimum of a high school education. Must be able to effectively communicate with staff and the public.
2. Experience: Previous custodial or housekeeping experience is preferred.
3. Light maintenance skills are preferred.
4. Abilities: Must possess strong organizational skills and follow-through. Must be able to work independently efficiently with a variety of personnel and the general public. Must possess good verbal communication skills. Must be able to work independently as well as part of a team. Must be able to perform multiple tasks concurrently.
5. Must have problem solving and reasoning skills. Must be able to balance, bend, climb, crawl, crouch, kneel, reach, stand, sit, twist, and walk. Must be able to carry up to 40 pounds and lift/push/pull up to 50 pounds, 100 pounds with assistance. Must be able to exhibit well-paced mobility in order to keep up with the daily demands of the position. Requires exposure to certain hazardous materials including cleaners, finishes, and solvents.

Employee Print Name

Employee Signature

Date