

Job Title: Custodial Manager - Split Shift
FLSA Status: Salary Exempt
Hours: Full-Time/40.0 hours per week - Some required weekends & holidays

SUMMARY: The Grand Rapids Public Museum is looking for a Custodial Manager who is responsible for overseeing, training and working with the custodial staff to ensure that all areas within the Museum are clean. The Custodial Manager will also lead and assist in necessary event set-up and teardown and will work under the direction of the VP of Exhibits and Facilities

RESPONSIBILITIES AND DUTIES include the following. Other duties may be assigned.

- Ensures the cleanliness of the Museum and Grand Rapids Public Museum School
- Properly trains, leads and schedules custodial staff
- Vacuuming, upright or VacPac
- Mopping, use of auto scrubbers/other floor machines.
- Trash removal.
- Classrooms, office, restroom cleaning. Replenish supplies as necessary.
- Replace light bulbs, clean light fixtures and remove cobwebs, etc.
- Be positive, cooperative & supportive in communicating and working with the custodial team.
- Ensure that all tasks are completed and fill out required check lists.
- Event set up and teardown based on schedule.
- Ability to communicate using a two-way radio.
- Utilize e-mail at the beginning and end of each shift to determine the schedule for the day and to report work completed.
- Oversees cleaning contract labor for school and museum

WORKSKILLS: Leadership skills, strong oral and written communication skills; and the ability to train new employees are required. Must be dependable, punctual, and possess a strong work ethic.

EXPERIENCE: At least two years of experience in custodial services, which includes knowledge of cleaning procedures, equipment and supplies, is required. Two years of custodial leadership experience is preferred.

QUALIFICATIONS: Requires the ability to inspect the cleanliness of the building. Valid Michigan Driver's License preferred. Ability to operate forklift preferred.

EDUCATION: High School Diploma plus two years of related experience.

PHYSICAL DEMANDS: Bending, stooping, reaching and lifting up to 50 pounds. Work from ladders up to a height of 12 feet or mechanical lifts up to a height of 45 feet.

WORK ENVIRONMENT: Areas of public access, school classrooms and work areas throughout the museum.

