

## Building Ops/Cleaning Tech - 1st and 2<sup>nd</sup> Shifts

**FLSA Status:** Part-time, Non-Exempt

**Hours:** Part-time; weekdays, evenings, weekends, and holidays.

**Position Summary:** The Grand Rapids Public Museum (GRPM) is a place of never ending learning and discovery, with programs and exhibits focusing on history, science and culture. The employee culture of the GRPM is one of teamwork, excitement and learning. As an integral part of the West Michigan community, the Museum is open daily to visitors, and also hosts after-hours public events and programs, as well as private events and weddings. The entire GRPM team works to create positive visitor experiences through engaging exhibits and programs, and a safe, clean, welcoming space.

Our Building Ops/Cleaning Tech team is responsible for providing our guests with a clean, friendly, safe environment.

### **Responsibilities:**

- Clean classroom and office bathrooms. Replenish supplies as necessary.
- Vacuum floors using an upright or VacPac.
- Mop floors using auto scrubbers/other floor machines.
- Remove trash.
- Replace light bulbs, clean light fixtures, and remove cobwebs, etc.
- Move and replace chairs, tables and other furnishings in order to clean surrounding surfaces.
- Set-up and teardown for events based on schedule.
- Interact with public as needed in a professional and friendly manner.
- Communicate using a two-way radio.

### **Qualifications:**

- Must be dependable, punctual, and possess a strong work ethic.
- Strong people skills, to work and communicate effectively.
- Ability to perform tasks that are physically strenuous.
- Ability to follow both oral and written instructions.

### **Skills and Experience:**

- Knowledge and experience in cleaning or custodial work.
- Valid Michigan Driver's License preferred.

**Education:** High School Diploma

**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.