

Job Title: Building Ops/Cleaning Tech Manager
FLSA Status: Split Shift (4 - 10 hour shifts)
Hours: Salary, exempt
Full-Time/40 hours per week - Some required weekends & holidays

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 Museum is open daily to visitors, and hosts after-hours public events and programs, as well as private events. The GRPM creates positive visitor experiences through engaging exhibits and programs, and a safe, clean, welcoming space. The employee culture is one of teamwork, excitement and learning. The Custodial Manager is responsible for overseeing, training, and working with the custodial staff to ensure that all areas within the Museum are clean. The Custodial Manager leads and assists in necessary event set-up and teardown and works under the direction of the VP of Exhibits and Facilities.

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

- Ensures the cleanliness of the Museum and Grand Rapids Public Museum School. Oversees cleaning contract labor for school and museum.
- Properly trains, leads, and schedules custodial staff; promotes efficient and consistent practices.
- Vacuums, using upright or VacPac.
- Mops, using auto scrubbers/other floor machines.
- Ensures trash is removed appropriately.
- Cleans classrooms, offices, and restrooms. Replenishes supplies as necessary.
- Replace light bulbs, clean light fixtures and remove cobwebs, etc.
- Leads the Building Ops/Cleaning Tech team, which includes the Custodial Coordinator in a positive, cooperative & supportive manner utilizing strong communication.
- Ensures that all tasks are completed and fills out required checklists; ensures team members are doing the same.
- Liaise with hospitality and other areas that require events set up support; perform event set up and teardown based on schedule.
- Utilize e-mail at the beginning and end of each shift to determine the schedule for the day and to report work completed. Ensure team members are checking email for scheduling and communication updates.
- Ensures proper communication between shifts; fosters team mentality and working together to get the job done well.
- Establishes a cleaning schedule appropriate for the health and wellness of the building, its occupants and guests, including quarterly, seasonal, or annual tasks outside of the daily and weekly cleaning schedules.
- Conduct regular team meetings to ensure proper communication and team cohesiveness, training, and etc.
- Evaluates the work of Building Ops/Cleaning Techs, provides regular ongoing feedback and formal evaluation.
- Orders supplies and equipment as needed and in communication with the VP of Exhibits and Facilities. Maintains a proper inventory of supplies.
- Reports safety hazards and repair needs to appropriate personnel for the purpose of ensuring safe facilities.

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. Ability to communicate using a 2-way radio.

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.