**COLUMBIA RIVER MARITIME MUSEUM**

**ESSENTIAL JOB FUNCTIONS**

**CUSTODIAL SERVICES – PART TIME**

We are looking for a responsible custodian to maintain and protect our facilities. The external and internal appearance of a building reflects on the museum. It is important for a custodian, or janitor, to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism. The ideal candidate will be experienced in a custodian role focused on building upkeep. They will have great physical endurance to cover a large space. A keen eye for detail and diligence are also imperative in custodial maintenance jobs.

**Position:**

The Custodial Services position is within the Facilities Management Department of the Columbia River Maritime Museum and is supervised by the Facilities Manager. This is a part time position, sixteen hours a week, but there may be opportunities to pick up extra hours occasionally.

**Duties:**

* Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
* Sweep and mop floors and vacuum carpets
* Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap)
* Cleaning of brass, glass, and other hard-surfaces
* Frequently wiping down and sanitizing frequently touched surfaces
* Maintain outer premises by removing litter from parking lot & around building, cleaning entrances
* Report major damages Secure facilities after operating hours by locking doors, closing windows and setting up the alarm
* Undertake occasional custodial and janitorial tasks (lifting heavy items, moving and/ or setting tables & chairs etc.)
* Assisting with moving objects
* Other duties as assigned

**Qualifications:**

* Must be capable of lifting and moving objects up to 50 lbs. and assisting others as needed.
* Attitude – Must be able to represent the museum in public; appearance and conduct are important.
* Dependable – Consistency in the quality of the work done, being able to be at work on time and to do the work assigned.
* Must be trustworthy and responsible with the access given to the museum.
* Must be able to work within the structure of the museums operations and be able to work around children and adults in a public setting.
* High school diploma or equivalent is preferred but not required

**Work Days** – Sunday & Monday Hours 8:30 am – 5:30pm

**Pay scale:** Depending on Experience (DOE), hourly, non-exempt