



**Position Title:** Facilities Assistant/Custodian

**Department:** Finance and Operations

**Reports to:** Facilities Manager

**FLSA Classification:** Hourly, non-exempt

**Salary Range:** \$15.00 - \$16.00 per hour

This is a full time, hourly position with full benefits and overtime eligibility.

### **JOB SUMMARY**

The SMUD Museum of Science and Curiosity (MOSAC) will open its' doors in a brand-new high tech and historical building very soon. We at MOSAC need a dynamic and detail-oriented team member to join our facilities department as a Facilities Assistant / Custodian staff member. This is a full-time position with a full benefits package. One of the interesting features of this position is the opportunity to support us with special events and museum programs set up as needed.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

The Facilities Assistant / Custodian is a 40-hour full time position, currently Monday – Friday. The position will assist the Facilities Manager in maintaining the building and the grounds. This entails performing janitorial and grounds services to keep the building and grounds in a safe, clean, neat, attractive, well groomed, and healthy condition. Also responsible to perform other related duties as assigned.

*The Facilities Assistant / Custodian will be expected to:*

- Perform routine cleaning duties such as sweeping, vacuuming, mopping, scrubbing, stripping, waxing and polishing floors, shampooing and steam cleaning rugs and carpets.
- Keep bathrooms clean and always stocked. Cleaning includes toilets, sinks, mirrors, stalls and floors.
- Wash windows and doors daily and as needed.
- Collect and dispose of trash from indoor and outdoor receptacles.
- Collect and properly dispose of litter, trash, dirt and other debris from grounds, pathways, parking lots, etc.
- Sweep and wash outside walkways and entrance to the facilities.
- Clean exhibits.
- Move, assemble/disassemble chairs, tables, office furniture, tents, exhibit cases and displays.
- Assist with special events as needed.
- Keep all work and storage areas neat, clean and safe.
- Maintain tools and equipment in a clean, safe and proper operating condition.
- Report immediately any safety, security and/or sanitary hazards or conditions.
- Monitor equipment and supplies and recommend ordering items when needed.
- Inventory supplies when requested.
- Assist with set up and break down of special events.
- Set up and break down of classrooms and meeting rooms.
- Lock-up and opening of gates and doors.

- Perform other duties as assigned by the Facilities Manager.

*The Facilities Assistant / Custodian will have the ability to:*

- Perform physical tasks requiring agility and dexterity.
- Work on hands and knees for extended periods of time.
- Perform manual labor for your 8-hour shift.
- Lift up to 40 pounds.
- Bend and perform tasks on/from ladders including light bulb replacement and some trimming.
- Gather and dispose of leaves, branches, vegetation, grass clippings and other debris.
- Assist in the planning and execution of landscape projects.
- Perform minor repairs to building, equipment, exhibits and vehicles.
- Operate a motor vehicle & maintain a valid CA driver's license.
- Read and write English at the necessary level for efficient job performance.
- Follow basic written and oral instructions.
- Establish and maintain good working relationships with all staff, managers and visitors.
- Work flexible hours including weekends, some evenings and occasional overtime (overtime paid for hours worked in excess of 8 hours in one day).

#### **DESIRED QUALIFICATIONS / EDUCATION**

- Knowledge of materials, methods, tools and equipment used in cleaning and maintaining buildings and exhibits and their safe use and application including vacuum cleaners, floor buffers and cleaning solutions
- Basic security and safety rules
- Basic math and computer skills
- Effective communications and people skills
- High school diploma or equivalent

#### **PHYSICAL REQUIREMENTS**

- May require standing and walking 75% of the time, lifting up to a maximum of 40 pounds, and other physical actions that include stooping, kneeling, bending, and standing.
- Physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.
- Must be fully-vaccinated with a COVID-19 vaccination series approved by the U.S. Food and Drug Administration (FDA) or the World Health Organization (WHO). Reasonable accommodation will be made for a qualified disability or sincerely held religious belief.
- **MUST pass background check and drug test in order to work for MOSAC**

Please apply to Jon Walker at email: [jwalker@visitmosac.org](mailto:jwalker@visitmosac.org). Please also visit our website to learn more about our organization at: [www.visitmosac.org](http://www.visitmosac.org)