FACILITIES ASSOCIATE

Full Time
Work Schedule: 40 hrs/week, including weekend shifts
Date Posted: 8/22/2023

The Facilities Associate performs a wide variety of custodial and maintenance duties in and around the Museum including, but not limited to, the following: follow a schedule of cleaning of all facilities throughout the Museum; troubleshoots and performs minor repairs and responds to emergency calls for simple service; implements setup and takedown for a wide variety of Museum and rental events.

Essential Job Functions

1. Performs routine and comprehensive custodial maintenance of assigned facilities.
2. Removes trash in accordance with established procedures.
3. Cleans and disinfects restrooms, orders and stocks facilities with paper and supplies.
4. Reports and responds to emergency calls for custodial assistance.
5. Responds to work orders, coordinates resources, and implements the set up and take down of furniture and equipment for a wide variety of Museum and rental events.
6. Performs various maintenance and custodial duties such as installation and repair to fixtures and equipment.
7. Troubleshoots and repairs minor plumbing and electrical problems, replaces a variety of light bulbs and lighting accessories.
8. Operates power equipment such as aerial work platforms, carpet extractors, pressure washer, hand and power tools, and Museum vehicles.
9. Performs preventive maintenance in and around facilities.

Knowledge, Skills, and Abilities

• High School graduate or GED.
• 1-2 years of experience in custodial or building maintenance.
• Possess a valid Michigan driver’s license and an acceptable driving record.
• Experience with proper use of wide range of chemicals according to State and Federal regulations.
• Able to handle and dispose of hazardous materials, as well as bloodborne pathogens.
• Ability to use hand and power tools to make minor repairs.

Please send resume and cover letter to careers@artmuseumgr.org

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