

ASHEVILLE ART MUSEUM

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PO Box 1717 | Asheville, NC 28802-1717

Custodial Assistant

Updated 3/31/2021

Organization

The Asheville Art Museum, established in 1948, engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina region, as well as visitors from across the country and around the world.

Position Description

The **Custodial Assistant** is responsible for all custodial operations necessary for the successful and efficient facilitation of daily Museum operations. The presentation of Museum spaces to Members and visitors is critical to the success of the Museum. This position is responsible for the custodial needs of the Museum's public spaces, Museum Store, galleries, educational spaces, Perspective Café, offices, restrooms, and grounds. This position reports directly to the Facilities Associate.

Primary Responsibilities/Essential Functions (including but not limited to)

- Monitor all Museum spaces daily including atrium, galleries, café, classrooms, offices, restrooms, grounds, etc. for major and minor custodial needs.
- Frequently empty all waste and recycling receptacles and remove to designated location for disposal. Ensure all waste and recycling receptacles are maintained in a clean and odor-free condition multiple times per day.
- Vacuum all carpet surfaces, and spot-treat when necessary, to display a uniformly clean and bright appearance including elevators, classrooms, and multipurpose space.
- Vacuum, sweep, dust-mop, and/or machine-wash all terrazzo, vinyl, wood, limestone, and concrete floors to remove debris, dust, and dirt. Mop or perform specified cleaning treatment of flooring for removal of stains, streaks, and other blemishes.
- Dust, sweep, and mop all stairs and landings.
- Clean, sanitize, and upkeep all restrooms daily including urinals, commodes, wash basins, countertops, toilet seats, faucets, partitions, dispensers, doors, floors, and mirrors. Ensure restrooms are continuously maintained in a clean and odor-free condition during public hours.
- Fill and maintain all dispensers with towels, toilet paper, soap, hand sanitizer, and other necessary products.
- Clean and sanitize all handrails, glass guardrails, elevators, and other surfaces of streaks, handprints, and other blemishes.
- Clean and sanitize kitchens and break areas including sinks, counters, cabinets, floors, etc.

- Dust all desks, cabinets, tables, bookcases, chairs, lockers, windowsills, ledges, blinds, doors, walls, baseboards, and other office furniture or fixtures.
- Perform routine cleaning of large interior and exterior windows.
- Monitor, pick up, and maintain Museum grounds including removal of trash, clearing of snow, ice, and leaves, and ensuring walkways are clear of hazards.
- Routinely clean and maintain mechanical rooms.
- Assist with facility subcontractors and service providers.
- Keep all janitorial storage and maintenance-supply spaces organized, clean, and odor-free.
- Coordinate custodial needs with staff and Gallery Assistants/security.
- Interact with the arts community and civic bodies as an advocate for the arts and the Museum.

Compensation & Requirements

This year round, full-time position with full benefits requires weekday, weekend, some evening, and holiday hours. This position's regular schedule is Tuesday through Saturday. Annual compensation includes a salary range of \$33,000 to \$35,000 depending on experience, plus paid time off, health insurance, and retirement benefits after a required probationary period. The position requires some heavy lifting (up to 50 pounds) and movement of supplies and equipment. This position requires working in close proximity to art; a constant sense of spatial awareness and focus are necessary to ensure that no artwork is damaged in the course of this position's duties.

Education & Experience

The ideal candidate will have a minimum of three years' experience in custodial/janitorial work. Excellent organizational and communication skills, self-motivation, and good time management are required.

To apply, send resume, cover letter, and three references to mailbox@ashevilleart.org with "Custodial Assistant" in the subject line.

Equal Employment Opportunity

The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Diversity, Equity, Access, and Inclusion

The Asheville Art Museum's vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.