

ASHEVILLE ART MUSEUM

2 South Pack Square | 828.253.3227 | ashevilleart.org
PO Box 1717 | Asheville, NC 28802-1717

Custodial & Facilities Assistant

Updated 6/16/2020

Organization

The Asheville Art Museum, established in 1948, engages, enlightens, and inspires individuals through exhibitions and programs developed for all ages that interpret its Collection 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 Western North Carolina and the Southeast region, as well as visitors from across the country and around the world.

Position Description

The Custodial & Facilities 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 will be responsible for the custodial needs of the Museum's public spaces, Museum Store, galleries, education spaces, Perspective Café, offices, restrooms, and grounds. This position reports directly to the Director of Finance & Operations.

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

- Monitor all Museum spaces daily including galleries, 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.
- Perform light facilities repairs and maintenance including painting, touchups, assisting with plumbing repairs, and monitoring of appliances.
- Routinely clean and upkeep mechanical rooms.
- Assist with oversight of facility subcontractors and service providers.
- Keep all janitorial storage and maintenance-supply spaces organized, clean, and odor-free.
- Coordinate with building staff and Gallery Associates/security.
- Interact with the arts community and civic bodies as an advocate for the arts and the Museum.

Special Requirements

- This year round, full-time position with full benefits will require some weekend, evening, and holiday hours. The position will require some heavy lifting and movement of supplies, up to 50 pounds. Hours may vary.
- This position's regular schedule is Thursdays (second shift), Fridays, Saturdays, Sundays, and Tuesdays.
- 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:

- 2+ years' experience in custodial/janitorial and management positions
- Excellent organizational and communication skills
- General maintenance experience preferred

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

Duties, responsibilities, and activities may change at any time with or without notice.

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.