

# ASHEVILLE ART MUSEUM

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## Custodial Assistant

*Updated 07/03/2021*

### 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 custodial operations necessary for the successful and efficient facilitation of the Museum's daily operations. The presentation of Museum spaces to members and visitors is critical to the success of the Museum. This position reports to the Custodial 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.

- Keep all janitorial storage and maintenance-supply spaces organized, clean, and odor-free.
- Interact with the arts community and civic bodies as an advocate for the arts and the Museum.

### Compensation & Requirements

This year round, part-time position requires weekday, weekend, some evening, and holiday hours. This position's regular schedule is Sunday, Monday, and Tuesday 9am to 6pm. Hourly pay rate is \$14 - \$15 per hour depending on experience. 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 one year of experience in custodial/janitorial work. Excellent organizational and communication skills, self-motivation, and good time management are required.

To apply, send resume and cover letter to [mailbox@ashevilleart.org](mailto: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.