

ASHEVILLE ART MUSEUM

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

Custodial Associate

Updated 7/26/2022

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 around the world.

Position Description

The **Custodial Associate** is responsible for overseeing all 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. The Custodial Associate reports to the Director of Finance & Operations and oversees the Custodial Assistant.

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

- Managing and maintaining the daily custodial needs of the Museum's public spaces, Museum Store, galleries, studios and classrooms, multipurpose space, Perspective Café, offices, restrooms, and grounds.
- Daily monitoring and upkeep of all Museum spaces, galleries, classrooms, offices, restrooms, grounds, café, etc. for major and minor custodial needs.
- Researching, tracking, and maintaining inventory of janitorial and cleaning supplies.
- With the Facilities Associate, research, bid out, schedule, and oversee subcontractors for large-scale cleaning and light maintenance projects, including requests for proposals (RFPs), reviews, vetting, and supervision of subcontractors.
- Maintain daily, monthly, quarterly, and annual custodial checklist and facilitate regular custodial tasks.
- Frequently empty all waste and recycling receptacles including waste baskets, trash cans, recycling bins, etc. to designated location for disposal. Ensure all waste and recycling receptacles are maintained in a clean and odor-free condition throughout each 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 clean as specified flooring to remove stains, streaks, and other.
- Dust, sweep, and mop all stairs and landings.
- Clean, sanitize, and upkeep daily all restrooms including urinals, commodes, wash basins, countertops, toilet seats, faucets, partitions, dispensers, doors, floors, and mirrors. Ensure bathrooms are continuously maintained in a clean and odor-free condition during open 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, walls, baseboards, and other office furniture or fixtures.
- Keep all janitorial storage and supply spaces organized, clean, and odor-free.
- Inventory, price, and receive all janitorial supplies including cleaning products, paper towels, soaps, toilet paper, etc.
- Work with Facilities Associate to manage and maintain landscaping and outdoor areas.
- Work closely with all departments to coordinate building maintenance and needs.
- Work closely with the Director of Finance & Operations in planning, management, and reporting of annual budgets.
- Train, schedule, and oversee Custodial Assistant.
- 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 benefits requires weekday, weekend, some evening, and holiday hours. Annual compensation includes a salary range between \$36,000 and \$38,000 depending on experience, plus paid time off, health insurance, and retirement benefits after required probationary period. This position requires some heavy lifting (up to 50 pounds) and movement of supplies and equipment. The incumbent must have a valid driver's license, be able to handle tools and/or controls, and tolerate moderate noise levels.

Education & Experience

The ideal candidate will have a minimum of five years' experience in custodial/janitorial and management positions. Excellent organizational and communication skills, plus working experience with Microsoft Office (e.g. Word and Excel), are a must. Budgeting experience recommended. Light maintenance experience a plus.

To apply, please send resume, cover letter, and three references to mailbox@ashevilleart.org with "Custodial Associate" 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.