

ASHEVILLE ART MUSEUM

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

Custodial Manager

Updated 10/31/2023

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 Manager** 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 Manager reports to the Head of Operations.

Primary Responsibilities/Essential Functions

- 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.
- Management and completion of daily custodial checklist including cleaning of bathrooms, kitchens, offices, and public spaces.
- Oversee and work closely with part-time and/ or contract custodial assistants.
- Researching, tracking, and maintaining inventory of janitorial and cleaning supplies considering budget and cost savings.
- In coordination with operations staff, maintain daily, monthly, quarterly, and annual custodial checklist and facilitate regular custodial tasks.
- Weekly cleaning and maintenance of terrazzo, hardwood, and gallery floors; floor equipment experience preferred.
- Keep all janitorial storage and supply spaces organized, clean, and odor-free.
- Inventory and receive all janitorial supplies including cleaning products, paper towels, soaps, toilet paper, etc.
- In coordination with facilities staff, assist in the management and maintenance of landscaping and outdoor areas.
- In coordination with facilities staff, assist with large scale quarterly and annual cleaning projects such as window cleaning or floor re-surfacing.
- In coordination with Head of Operations, assist with development, tracking, and reporting of annual custodial budget.
- Maintain high standard of cleanliness and image.
- 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 a Friday through Tuesday schedule with some evening, and holiday hours as needed. Compensation includes a pay range between \$17 and \$19 per hour, 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 excellent organizational and communication skills. Specialized floor care and light maintenance experience a plus.

To apply, please send resume and cover letter to careers@ashevilleart.org with "Custodial Manager" 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.