

ASHEVILLE ART MUSEUM

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

Job Posting: Museum Custodial Associate

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 the Southeast and Western North Carolina region, as well as, visitors from around the world. The Museum will soon complete a multiyear expansion and renovation and will open the new Museum in spring 2019. Staff will have the unique opportunity to be part of the professional team that will shape the future of this essential community resource.

Position Description: The **Museum Custodial Associate** is responsible for overseeing all custodial operations necessary for the successful and efficient facilitation of daily Museum operations. The presentation of Museum spaces to the public will be critical to the success of all departments within the Museum.

The **Museum Custodial Associate** will manage the daily custodial needs of the Museum spaces, store, galleries, education classrooms, theatre, café, offices, and restrooms. This position will also be responsible for ordering and inventory of janitorial and cleaning supplies. The Museum Custodial Associate will work with schedules and oversee subcontractors for large scale cleaning and maintenance projects, including Requests for Proposals, reviews, and vetting of subcontractors. The Museum Custodial Associate will report directly to the Operations & Facilities Manager.

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

- Daily emptying of 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.
- Vacuum all carpet surfaces and spot treat when necessary to display a uniformly clean and bright appearance.
- Vacuum, sweep, and/or dust mop all terrazzo, vinyl, wood, limestone, and concrete floors to remove debris, dust, and dirt. Mopping or specified cleaning treatment of same flooring for removal of stains, streaks, and other.
- Dusting, sweeping, and mopping of all stairs and landings.
- Daily cleaning of all bathrooms including urinals, commodes, wash basins, countertops, toilet seats, faucets, partitions, dispensers, doors, and mirrors. Ensure bathrooms are maintained in a clean and odor-free condition.
- Supply and fill all dispensers with towels, toilet paper, soap, and other necessary products.
- Clean all handrails, glass guardrails, elevators, and other surfaces of streaks, handprints, and other blemishes.
- Cleaning of kitchen and break areas including sinks, counters, cabinets, etc.

- Dusting of all desks, cabinets, tables, bookcases, chairs, lockers, windowsills, ledges, blinds, roods, walls, baseboards, and other furniture or fixtures.
- Keep all janitorial storage and supply spaces organized, clean, and odor-free.
- Inventory, price, order, and receive all janitorial supplies including cleaning products, paper towels, soaps, toilet paper, etc.
- Working closely with Museum Facilities and Security departments to coordinate building maintenance and needs.
- Working closely with Museum's Curatorial, Education, Visitors Services, Events, and all other Museum departments to coordinate custodial planning and needs.
- Work closely with the Museum's Financial Officer in planning, management, and reporting of annual budgets.
- Training, scheduling, and managing part-time Museum Custodial Assistant positions.
- Coordinate with building staff and gallery attendants/security.
- Interact with the arts community and civic bodies as an advocate for the arts and the Museum.
- Duties, responsibilities, and activities may change at any time with or without notice.

Special Requirements:

- This year round, full-time position with full benefits will require weekend, evening, and possible holiday hours. The position will require some heavy lifting and movement of supplies, up to 50 pounds. Hours may vary.

Education/Experience:

The ideal candidate will have:

- A minimum of five years' experience in custodial and management positions.
- Excellent organizational and communication skills.
- Working experience with Microsoft Office (e.g. Word and Excel).
- Budgeting experience recommended.

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