

## **FACILITIES ASSOCIATE**

Part Time/ 20+ hours per week, Wednesday through Sunday, occasional evenings and mornings based on event schedule. The Museum is an EOE.

As the Facilities Associate for the Nevada Museum of Art, He/ She will provide support for the daily operations of the Museum. The Facilities Associate will be responsible for the daily cleaning of all Museum spaces and well as maintaining a routine to ensure proper cleanliness of the facility. This position requires flexibility, attention to detail, and a motivated self-starter. This position reports to the Director of Facilities & Special Event Sales.

## **TASKS AND RESPONSIBILITIES**

- Maintain the standard of cleanliness in all areas of the Museum as directed by the DOF.
- Perform routine upkeep of exterior parking lot and perimeter by ensuring the perimeter is free of trash and other debris.
- Collect garbage and recycling daily throughout all Museum spaces.
- Ensure the recycling schedule is kept and report additional recycling/ garbage needs to the DOF.
- Complete non-routine cleaning upon request and as needed
- Assist with set-up and tear down of Museum spaces
- Restock and maintain facility and events storage
- Identify areas that need additional cleaning and self-initiate additional tasks once daily routine has been completed.
- Pressure washing exterior spaces, surfaces, and equipment
- Assist with ice and snow removal as needed
- Respond to biohazard and emergency clean-up while maintaining a high level of personal safety as well as safety of others.
- Practice Museum policies and procedures to ensure the safety of visitors, artwork, Museum equipment, and property.
- Establish and maintains good working relationships with outside vendors and the public.
- Other duties as assigned

## **DESIRED SKILLS AND EXPERIENCE**

- Must have at least 4 years working experience in cleaning and/or maintenance related work
- Valid driver's license
- Able to work off ladders and perform all cleaning skills as described above
- Capable of lifting, moving objects of up to 50 pounds
- Knowledge of basic best practices concerning standards methods of facilities/janitorial
- Ability to follow security procedures outlined by the Security department