



## Facilities Custodian

**Status:** Part Time, nonexempt (up to 20 hours a week)  
**Schedule:** 8:45 to 5:15, between Friday and Monday (Sunday required)

**Pay:** \$12.25 hour

**Reports to:** Director of Facilities

### MISSION OF PORTLAND CHILDREN'S MUSEUM

We collaborate to create transformative learning experiences through the arts and sciences.

### ORGANIZATION OVERVIEW

Portland Children's Museum consists of three aligned entities: (1) the Museum, where exhibits and programs serve the public both on- and off-site, (2) Opal School, a fee-based preschool and K-5 public charter school, and (3) the Museum Center for Learning, which documents and disseminates fresh approaches to education and provides professional development for educators. In this description, Museum, School, and Center refer to the specific entity, while Portland Children's Museum (or, "the organization") refers to the whole.

### OUR COMMITMENT TO DIVERSITY AND INCLUSION

In the Portland metro area, 47% of students are children of color. At Portland Children's Museum, we strive to have our guest and school families reflect that diversity, and for our staff and board to be equally diverse. We are committed to eliminating barriers to access and equity and see a diverse workforce as a key step toward this goal. We actively seek to recruit, hire, promote, and retain a diverse workforce—one that welcomes and engages people from every background. We value our staff members, volunteers, and board members, and their individual backgrounds which further our ability to serve and learn from the diverse families that enrich our community. We invite you to join us on our journey.

### POSITION SUMMARY

The Facility Custodian is responsible for carrying out Portland Children's Museum's mission by providing a clean, safe environment in the exhibits and facility by ensuring the customer experience is a positive one.

### RESPONSIBILITIES AND DUTIES

#### Cleaning Portland Children's Museum (70%)

- Keep Museum exhibits and facility (interior and exterior) to the established standards of cleanliness and sanitation
- Perform light maintenance to Museum exhibits and facility.
- Track inventory of janitorial supplies.
- Work as a team member with Museum personnel on other tasks as assigned.

#### Building Safety and Repair (25%)

- Work with Director of Facilities and Director of Exhibits on exhibit preventative and corrective maintenance work plans.
- Answer repair and safety calls from museum staff to maintain guest experience standards.
- Work with other departments based on their work request for set up, clean up and special projects.
- Provide security support during Museum hours, as well as during special events and rentals.

- Provide fabrication assistance to the Exhibits staff as needed.

#### **Cleaning Opal School (5%)**

- Perform cleaning and light maintenance duties pertaining to Opal School as needed.

#### **QUALIFICATIONS**

##### **Skills**

- High School Diploma or GED, preferred.
- Knowledge of procedures of janitorial services (floor waxing, BBP cleanup, carpet extraction, etc.).
- Can complete routine building repairs with a variety of hand and power tools.

##### **Competencies**

- Sensitivity to the safety and security procedures necessary to protect the organization, its personnel, visitors and their property.
- Ability to perform all duties in compliance with the Organization's safety policies and a willingness to make suggestions for improved safety measures.
- Able to work with the public and co-workers.
- Able to perform duties without supervision outside of the Museum's operating hours.

#### **WORKING CONDITIONS**

- Must have flexibility to accommodate temporary shifts in schedules with some early morning, evening and/or weekend work as needed.
- Some lifting of more than 50 lbs. and extended overhead work is required.
- Ability to work for extended hours on feet, and outside as necessary.
- Comply with Operations Manual.
- Must pass a background check; including fingerprinting prior to employment.

To apply, please send a resume and cover letter to [resumes@portlandcm.org](mailto:resumes@portlandcm.org). No phone calls please.