JOB DESCRIPTION
Facility Specialist

Department:  Facility Specialist
FLSA Status:  Non-Exempt, Full-Time
Reports to:  Facility Coordinator
Date Created:  02-2015

Summary: The Facility Specialist responds to the general cleaning, maintenance, building services, day to day security, and visitor safety of the Children’s Museum of Phoenix. Additional duties include minor repairs, painting & deep cleaning. This is a physically active and team-oriented role requiring walking and standing for long periods of time, bending and lifting, and janitorial duties. Weekend, evening, night and holiday hours are required. This is an entry-level position.

Essential Duties and Responsibilities:

- Keep restrooms supplied and clean
- Empty trash bags and diaper pails as needed
- Continually monitor and clean tables and chairs in eating areas
- Wipe clean windows, walls and doors in throughout the Museum
- Respond promptly to requests to safely cleanup spills and accidents including bodily fluids and excrement
- Clean hand prints from mirror donor wall and glass associated with staircase and atrium overlook
- At end of shift:
  - Thorough cleaning of tables, chairs, floors in eating areas
  - Empty all trash bags including the front yard
  - Empty diaper pails
  - Check restroom supplies and request inventory as needed
- Building maintenance and repairs
- Ensure all A/V equipment is functional and in place as required for meetings, conferences and events
- Understanding of preparation and procedures necessary to ensure the safety of those on the property as well as the property itself
- Assists in implementing security/ emergency procedures for the Museum
- Assist visitors/staff in case of emergency
- Facilitate interdepartmental cooperation and collaboration
- Sustain an open, supportive, and collaborative relationship with all members of the Exhibits and Facilities Team
- Ensure high standards for janitorial services
- Other duties may be assigned to meet business needs
Qualification/Requirements:

- Minimum 2 years experience of related day porter/janitorial work
- General knowledge of basic cleaning procedures and techniques
- Ability to work quickly, effectively and responsibly without constant direction
- Comfortable working around children and large crowds
- Working knowledge of power and hand tools, electric repair, painting and fabrication skills
- Good communication skills
- Customer service skills, and the ability to interact both courteously and firmly with visitors
- Working knowledge of safety regulations as they apply to technical processes
- Must be able to perform work duties/ responsibilities for extended periods of time; may include, but not limited to; standing, walking and lifting
- Reliability and dependability to support the Museum and Facilities team is a must

Education/Training/Experience:

- High school graduate or GED
- Pass Criminal Background Check & E-Verify

Email your resume with three professional references in word or as an adobe pdf to jobs@childmusephx.org using the job title you are applying for as your subject. ALL ATTACHMENTS MUST BE SUBMITTED WITH YOUR FIRST INITIAL AND LAST NAME, FOR EXAMPLE J.DOE RESUME AND COVER LETTER.

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