

Briscoe Western Art Museum – San Antonio, Texas

Position Description

Custodial Technician

Reports To:	Facilities Manager/Assistant
Fair Labor Standard Act Status:	Non-Exempt/Full-time position
Department:	Facilities Department
Compensation:	Starting \$15.00/hourly plus benefits

POSITION SUMMARY

The Custodian works in the Briscoe Western Art Museum's Facilities Department, with primary responsibility for performing the custodial and maintenance functions for its one and one-quarter acre museum campus, comprised of a nearly 60,000 square-foot museum that features the renovated historic 1930 library building, the newly constructed Jack Guenther Pavilion, McNutt Sculpture Garden and premiere River Walk frontage.

ESSENTIAL FUNCTIONS

- Cleaning the museum galleries, public restrooms, administrative offices, Pavilion, stairwells, and limited areas of River Entrance Plaza and McNutt Courtyard;
- Assist on museum events (set up and clean up);
- Routine dusting, vacuuming, window cleaning, sweeping and mopping floors as needed;
- Routine pest control of the full museum and Pavilion;
- Assist in ordering supplies for cleaning tasks and monitoring condition of cleaning equipment;
- Ensure work performed safely and that equipment is properly maintained and stored;
- Ensure that the highest quality work is carried out in all aspects of the department's activities;
- Work as a member of a dynamic team that fosters interdepartmental communication and relationships;
- Assist with other duties as required.

QUALIFICATIONS

- GED or High School Diploma.
- Texas driver's license or identification and reliable transportation a must. Hands-on experience in maintenance and custodial services.
- Ability to communicate with all levels of the organization and keep supervisor informed of all personnel issues and/or problems.
- Knowledge of cleaning supplies and quantities needed for project, as well as cleaning equipment.
- Ability to communicate in English required for daily shifts and preferred for evening shifts.
- Ability to use a 2-way radio.
- Ability to lift up to 40 pounds unassisted.

WORKING CONDITIONS

- Position requires physical mobility and stamina. Involves long periods of standing, walking, and/or sitting; frequent stooping and bending. Evening, weekend and holiday work may be required, but will be arranged in advance.

Interested parties can send a cover letter and resume using any one of these methods:

Fascmile/FAX

Subject: Custodian

Fax Number: (210) 299-4118

or

Email

Subject: Custodian

info@briscoemuseum.org