

Terry Lee Wells Nevada Discovery Museum

FACILITIES ASSISTANT



Job Description

Position Summary

Reporting to the Operations and Visitor Services Director, the Facilities Assistant (FA) provides hands-on support to maintain the Museum to the highest levels/standards of appearance. The FA will deliver light janitorial services, provide events set-up and clean-up, will maintain building repair logs, assemble and catalogue Material Safety Data Sheets (MSDSs) and other required safety documentation, as well as providing assistance of a general nature to the building engineer.

Specific Duties

- Respond to and mitigate spills and janitorial emergencies.
- Provide mid-day (intermittent) restroom and public area cleaning, to include restocking of paper products and sanitizing.
- Coordinate and work closely with contract janitors to ensure cleaning schedules are followed meticulously.
- Order building supplies including housekeeping, maintenance and other equipment required to keep the building in fully functioning order.
- Support the Events Manager to prepare Museum facilities for all rental and special event functions, including setup, tear-down and post-event cleanup.
- Assist facility maintenance contractors in support of routine building repairs (i.e., light painting, sprinkler maintenance and landscaping).
- Keep accurate records of abuilding maintenance activities, including routine repairs, special work orders, and required safety compliance documentation - as well as maintaining a comprehensive MSDS library.
- Serve as a supporting member of the building safety committee.
- Other duties as assigned by supervisor.

Education and Experience Required

- High School diploma
- 12-24 months facilities support experience (janitorial and/or general maintenance)

Skills Necessary

- Ability to communicate well with a diverse group of people
- Ability to safely lift up to 50 lbs.
- Superb customer service skills
- Basic computer skills, including word processing and email
- Bi-lingual candidates are strongly encouraged to apply.

Work Characteristics

- Attention to detail
- Ability to multi-task
- Ability to work independently
- Flexible schedule - some weekend and evening work may be required

To Apply

Please send cover letter and resume to jobs@nvdm.org. No Phone calls, please.

The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability.