

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Maintenance Assistant
Department:	Operations
Supervisor:	Assistant Manager, Operations and Facilities
Employment Status:	Full-Time
FLSA Status:	Non-Exempt
Work Hours:	Mon-Fri 6:30am to 3:30pm with Saturday rotations 7:00am to 11:00am. Occasional scheduled evening hours
Issue/Revised Date:	07/09/2015

Job Summary:

Under general supervision, maintains galleries, offices, and public areas of the Honolulu Museum of Art.

Minimum Qualifications:

- High school diploma or equivalent.
- 1 year experience in janitorial, custodial or housekeeping duties.
- Flexible work schedule; weekend and occasional evenings.
- Willingness and ability to do a variety of maintenance and custodial tasks.
- Effective communication skills with the ability to work independently and in a team setting.
- Valid Drivers License.

Desired Qualifications:

- Knowledge of alternative cleaning methods, materials, chemicals, and equipment used in a museum and housekeeping work environment.
- Experience with use of hand tools, simple carpentry and plumbing repairs.
- Excellent customer service attitude and ability to assist and communicate with a diverse group of people; an interest in the Honolulu Museum of Art and a willingness to assist visitors of the museum.

Essential Duties:

- Ensure Museum facilities, including public areas, restrooms, and staff spaces are kept clean and in good condition. Cleaning tasks include but not limited to: vacuuming, sweeping, mopping, dusting, washing windows and sanitizing restrooms.
- Collect and sort waste for garbage and recycling.
- Set up and break down of equipment and furniture for Museum events/functions.
- Deliver and pick up supplies, incoming shipments, and other materials to various departments.
- Assess and report facility maintenance issues to appropriate staff; performs assigned repairs.
- Other duties as assigned.

Working Conditions and Atmosphere:

Works both in and out doors where conditions can be cool, hot, wet and windy. Ability to climb stairs and ladders, walk on uneven and occasionally slippery surfaces. Ability to pull, push, lift and carry up to 50 pounds. Ability to bend, stoop, kneel, crawl, and crouch. Work areas can be dusty, humid, have various kinds of chemicals, fumes and odors. Noise level is usually normal, but may be loud when using power equipment.

Disclaimer: The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.