

Rochester Museum & Science Center JOB DESCRIPTION

Job Title: Facilities Services Assistant

Department: Facilities

Direct Supervisor/Manager's Title: Supervisor, Building Services

Grade: S7

FLSA Status: Non-Exempt

Full-time/Part-time: Full-Time

Date Prepared/Revised: 08/09/2017

JOB SUMMARY.

Performs all aspects of routine janitorial / custodial duties related to the RMSC campus buildings. Assists with table and chair set ups, furniture and office moves on and off campus and moving exhibit pieces. Assists with seasonal grounds maintenance as needed. Additional seasonal work includes snow shoveling at building entrances.

While performing the duties of this job, the employee regularly works with cleaning chemicals, mechanical equipment such as vacuum cleaners, carpet extractors and sometimes high powered floor buffing machines.

Work tasks may vary and change based on the needs of the department director.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.

I. DUTIES (and percentage of time spent)

Describe duties, responsibilities, essential functions:	%
Dusting, vacuuming, sweeping, mopping, glass cleaning, removing trash	60
Table and chair set ups	10
Moving exhibit pieces	5
Assists with grounds maintenance as needed to include gardening/weeding, mowing, snow removal.	20
<i>Other duties as assigned</i>	5

II. JOB DIMENSIONS

Responsible for the daily cleaning of all public and staff areas, special event areas, including trash removal and periodic moving of furniture and other items. **Responsible/accountable for maintenance and upkeep of buildings and grounds within 13-acre campus, museum support facility, Cumming Nature Center and any other museum owned/leased properties.**

III. SUPERVISORY RESPONSIBILITIES

None.

IV. FUNCTIONAL REQUIREMENTS

Technology, Equipment, Tools:

Ability to operate upright and backpack style vacuum cleaners. Ability to care for and maintain all cleaning equipment issued to employee.

Mental Activity:

Language skills –

Ability to read, and comprehend, written instructions, short correspondence and memos, Ability to understand and execute verbal instructions. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Mathematical skills –

Ability to count; add, subtract, multiply and divide using whole numbers. Ability to maintain personal inventory of issued paper products and cleaning supplies.

Reasoning ability-

Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Activity:

While performing the duties of this job, the employee is regularly required to walk; stand; bend; climb; to use hands to handle or feel objects, tools or controls; reach with hands and arms; stoop; kneel; and crouch. The employee must occasionally lift and or move 50 pounds. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

Work Environment:

During high visitation periods, public areas tend to be loud due to large numbers of people and related activities. Occasional exposure and removal / clean up and proper disposal of human byproducts (vomit, restroom related issues).

V. QUALIFICATIONS

Education/Experience Requirements:

High School Diploma or equivalent preferred. Combination of experience and or education will be considered.

Skills/Competencies Requirements:

Thorough knowledge of institutional housekeeping. Experience with floor machines and buffers a plus. Ability to operate equipment in accordance with safety instructions. Requires reliable, dependable person who takes pride in his or /her work.

VI. APPROVALS

Department Manager/Director

Date: _____

Department Vice President

Date: _____

Human Resources

Date: _____

This job description reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.