



One Museum Court Buffalo, NY 14216
716.873.9644 buffalohistory.org

FACILITIES CREW

Part Time/Non-Exempt

Overview:

The facilities crew members are responsible for maintaining the cleanliness of all the buildings. They work closely with the facilities team on a variety of upkeep tasks in the cleaning and maintenance of the Museum. We are looking for a motivated self-starter to fill this crucial role.

Qualifications:

- Passion for the Museum's mission and for stories of WNY
- Dependable
- Team oriented
- Experience cleaning, maintaining floors, event set-up
- Willingness to abide by protocols for museum security and artifact handling
- Scheduling flexibility, including weekends and evening hours
- Excellent communication and interpersonal skills

Preferred Skills and Abilities:

- Ability to understand and follow routine oral and written instructions
- Ability to get along well with others
- Ability to adapt to a changing environment and handle multiple priorities
- Ability to independently follow schedule for regularly recurring tasks
- Attention to detail
- Willingness to welcome guests and assist them when needed
- Valid driver's license

Essential Duties and Responsibilities:

- Performs daily checks of buildings, grounds and facilities for damage, malfunctions, etc. Reports all malfunctions and damage to the Director of Operations
- Performs cleaning activities such as dusting, vacuuming, mopping, glass cleaning, daily bathroom cleanings, stripping and waxing floors, etc.
- Checks and replenishes supplies of soap, paper products, cleaning supplies, etc.
- Removes garbage and recycling from the building
- Sees to seasonal maintenance and grounds upkeep by performing tasks like removing snow and ice, mowing lawn, weeding, raking, collecting trash and debris, etc.
- Prepares museum for opening and closing daily

- Sets up for museum events and tears down tables, chairs, and tents after events
- Assists in security and emergency plan implementation
- Monitors all safety hazards and takes first steps to ensure correction
- Maintains work area in clean and orderly condition as well as tools and equipment
- Regularly sanitizes frequently touched surfaces in the Museum
- Completes maintenance and cleaning logs
- Collaborates with workers and other professionals during renovations or large-scale projects
- Consistently complies with all Museum policies and procedures
- Greets guests and staff in the Museum and maintains welcoming and professional atmosphere.
- Performs other duties as assigned by the Director of Operations

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders) and reaching above the shoulders and lifting of up to 50lbs. lifting and transporting of moderately heavy objects, such as furniture, file cabinets, equipment, boxes, etc. will be required.

Salary and benefits

This part-time non-exempt position will pay an hourly wage of \$15.00. You will be entitled to accrue sick time. The position will average 25-30 hours per week.

How to Apply

Please send a resume to Desiree Peacock, dpeacock@buffalohistory.org, with “Facilities Crew Application” in the subject line. No phone calls.