

## Position Description

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Title: **Central Services Porter**

Division: Central Services

Classification: Hourly 20 hours/week, May 16- September 4, 2018

Reports To: Chief of Facilities

Supervises: N/A

### High Desert Museum – Organization Description

The High Desert Museum is a non-profit organization focused on the biotic and cultural elements of the High Desert region of the Western United States. Located near Bend, Oregon, on the edge of the beautiful Deschutes National Forest, the Museum melds the natural history of diverse habitat types with human history of the environment into a unique blend of indoor and outdoor exhibits, living history and both living and historic collections.

### Job Summary – Central Services Porter

The part- time, seasonal Porter is responsible for maintaining the cleanliness and custodial maintenance of The High Desert Museum after operating hours. **Work hours are typically 5pm-9pm, Friday through Tuesday.**

### Required Qualifications

- High school diploma or GED
- Some custodial background
- Valid Oregon driver's license
- Able to fulfill the physical requirements of the position
- Ability to work alone
- Self-motivated and maintains a positive and pleasant attitude
- Ability to follow schedules
- Ability to handle chemical cleaning agents safely
- Ability to work flexible hours and days
- Possess an above average sense of detail and cleanliness
- Has a helpful and willing attitude
- Takes pride in being of service to both visitors and co-workers

### Responsibilities and Tasks

1. Clean and maintain all visitor areas, exhibit areas, snack area, restrooms and offices as assigned
2. Pick up all litter and trash throughout the facility and grounds
3. Monitor and fill all paper dispensers in restrooms and maintenance areas
4. Adhere to and follow all procedures and assignments of the Chief of Facilities
5. Handle all chemical cleaning products in a safe responsible manner
6. Set up, arrange, or remove decorations, tables, chairs to prepare facilities for events
7. Use broom and blowers to clean pathways, and shovels to remove snow from sidewalks
8. Safely move heavy objects manually, using hand truck or a pallet jack
9. Comply with all Museum policies, procedures and safety regulations
10. Perform other tasks and duties as assigned by the Chief of Facilities

The successful applicant will be an outgoing, friendly, team player and must be detailed-oriented while handling multiple projects. They must have a high degree of energy and enthusiasm for a visitor-service oriented organization.

Please send resume and cover letter to the High Desert Museum, attention Shannon Campbell.

[scampbell@highdesertmuseum.org](mailto:scampbell@highdesertmuseum.org)

<http://highdesertmuseum.org/job-opportunities>

The High Desert Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

### **Mission**

To explore the High Desert's unique landscape, cultures, wildlife, history and arts, connecting our visitors to the past and helping them discover their role in the present and responsibility to the future.