

Position Description

Title: **Central Services Technician**

Division: Facilities

Classification: Non-exempt, regular full-time

Reports To: Facilities Manager

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 historical collections.

Job Summary – Central Services Technician

The Central Service Technician is responsible for maintaining the facility cleanliness, supporting events, and light maintenance of The High Desert Museum, while maintaining the safety, efficacy, and morale of the custodial team. Work hours are typically 3:30pm – 12:00am and include weekends. Times may vary due to events.

Preferred Qualifications

- High school diploma or GED.
- Custodial experience.
- Valid Oregon driver's license.
- Able to fulfill the physical requirements of the position.
- Able to work alone.
- Self-motivated and maintains a positive and pleasant attitude
- Able to follow schedules.
- Able to handle chemical cleaning agents safely.
- Able to work flexible hours and days.
- Possesses 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. Wash all windows and glass in public areas inside and out on a regularly scheduled basis.
5. Maintain and clean all floors including aggregate, carpet and vinyl.
6. Strip, seal, finish, and polish floors. Repair tile grout as needed.
7. Clean and dust all furniture, fixtures, lights, trim work, and exhibits on a regular basis.
8. Clean all entries, entryways, and floor mats regularly.
9. Handle all chemical cleaning products in a safe responsible manner

10. Perform closing procedures including locking doors/lights, securing front gate, and arming alarms.
11. Work effectively with Events Manager to coordinate event set-up & breakdown including chairs, tables, bars, stage, audio system, HVAC, lighting, and clean-up afterwards.
12. Use broom and blowers to clean pathways, and shovels to remove snow from sidewalks.
13. Remove snow with plow truck, snow blower, Kubota, and shovels. Sand/salt pathways as needed.
14. Perform light facility maintenance and change lightbulbs and lamps as needed.
15. Safely move heavy objects manually, using hand truck or a pallet jack.
16. Comply with all Museum policies, procedures and safety regulations.
17. Effectively work with Central Service team to ensure a high level of cleanliness is maintained.
18. Work with other departments in a positive and collaborative manner.
19. Perform other tasks and duties as assigned by the Facilities Manager.

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.

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

jobs@highdesertmuseum.org

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

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.