

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

<b>JOB TITLE:</b>	Central Services Tech	<b>DIRECT SUPPORTS:</b>	Chief of Facilities/Facilities Manager
<b>DEPARTMENT:</b>	Central Services	<b>DIRECTLY SUPPORTS:</b>	N/A
<b>CLASSIFICATION:</b>	Full-time, hourly, non-exempt	<b>SALARY RANGE:</b>	\$20.60/hour

## JOB SUMMARY

The Central Services Tech is responsible for maintaining the cleanliness and custodial maintenance of The High Desert Museum. Work hours are typically 4:00 pm – 12:30 Thursday thru Monday.

## ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

<b>85%</b>	<p><b>Custodial Maintenance</b></p> <ul style="list-style-type: none"> <li>• Clean and maintain all visitor areas, exhibit areas, snack area, restrooms and offices as assigned</li> <li>• Pick up all liter and trash throughout the facility and grounds</li> <li>• Monitor and fill all paper dispensers in restrooms and maintenance areas</li> <li>• Adhere to and follow all procedures and assignments of the Chief of Facilities</li> <li>• Wash all windows and glass in public areas inside and out on a regularly scheduled basis.</li> <li>• Maintain and clean all floors including aggregate, carpet and vinyl</li> <li>• Strip, seal, finish, and polish floors. Repair tile grout as needed</li> <li>• Clean and dust all furniture, fixtures, lights, trim work, and exhibits on a regular basis.</li> <li>• Clean all entries, entryways, and floor mats regularly</li> <li>• Effectively work with Central Service team to ensure a high level of cleanliness is maintained</li> </ul>
<b>10%</b>	<p><b>Museum Support</b></p> <ul style="list-style-type: none"> <li>• Set up, arrange, or remove decorations, tables, chairs to prepare facilities for events</li> <li>• Use broom and blowers to clean pathways, and shovels to remove snow from sidewalks</li> <li>• Maintain ongoing knowledge of the Museum’s exhibits and programs, as well as common information related to the High Desert area</li> <li>• Perform light facility maintenance and change lightbulbs and lamps as needed.</li> <li>• Work with other departments in a positive and collaborative manner</li> <li>• Comply with all Museum policies, procedures and safety regulations</li> </ul>
<b>5%</b>	<p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• Contribute to and support the Museum’s DEAI initiatives</li> <li>• Contribute to and support the Museum’s AZA Accreditation</li> <li>• Assist with museum-wide events, such as Free Days, fundraising gala, etc.</li> <li>• Other duties as assigned</li> </ul>

## QUALIFICATIONS

<b>EDUCATION/ CERTIFICATIONS</b>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent combination of education, training and experience</li> <li>• Must possess or be able to obtain within the first 3 months of employment, a valid Oregon driver's license in order to operate High Desert Museum vehicles</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Some custodial background</li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• Self-motivated and maintains a positive and pleasant attitude</li> <li>• Ability to follow schedules</li> <li>• Ability to handle chemical cleaning agents safely</li> </ul>

PHYSICAL  
ELEMENTS

EQUIPMENT  
USE

- 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
- Able to fulfill the physical requirements of the position
- Ability to work alone, without supervision
- Ability to handle chemical cleaning agents safely
- Safely move heavy objects manually, using hand truck or a pallet jack

**ACKNOWLEDGMENT**

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date