

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

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

JOB SUMMARY

The Central Services Tech is responsible for maintaining the cleanliness and ensuring the High Desert Museum is prepared for visitors. 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)

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

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"> • High school diploma or equivalent combination of education, training and experience • 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
EXPERIENCE	<ul style="list-style-type: none"> • Some custodial background
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Self-motivated and maintains a positive and pleasant attitude • Ability to follow schedules • Ability to handle chemical cleaning agents safely

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