

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Central Service Porter	REPORTS TO:	Chief of Facilities
DEPARTMENT:	Facilities	SUPERVISES:	N/A
CLASSIFICATION:	On-call, seasonal hourly, part-time Nonexempt.	SALARY:	\$20.60/per hour

JOB SUMMARY

The Central Service Porter is a seasonal position from Memorial Day weekend through Labor Day weekend responsible for maintaining the cleanliness and custodial maintenance of The High Desert Museum. Porter must have pride in the museum and have a passion for making the museum look great for all our guests. Workdays for this position are Tuesday through Saturday, 11am to 3pm.

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

95%	Custodial Maintenance <ul style="list-style-type: none">• Cleans and maintains all visitor areas, exhibit areas, snack area, restrooms and offices as assigned• Picks up all litter and trash throughout the facility and grounds• Monitors and fills all paper dispensers in restrooms and maintenance areas• Adheres to and follows all procedures and assignments of the Chief of Facilities• Handles all chemical cleaning products in a safe responsible manner• Sets up, arranges, or removes decorations, tables, chairs to prepare facilities for events• Uses broom and blowers to clean pathways, and shovels to remove snow from sidewalks• Safely moves heavy objects manually, using hand truck or a pallet jack• Maintains ongoing knowledge of the Museum's exhibits and programs, as well as common information related to the High Desert area• Answers guests questions and assists with giving directions to exhibits and talks• Complies with all Museum policies, procedures and safety regulations
5%	Additional Duties <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.
EXPERIENCE	<ul style="list-style-type: none">• Some custodial background• 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 (Only adults can operate Museum vehicles)
SKILLS/ ABILITIES	<ul style="list-style-type: none">• Good verbal and written communication skills• Ability to be self-motivated and maintains a positive and pleasant attitude.• Ability to work alone.• Ability to follow schedules and work flexible hours and days.

PHYSICAL ELEMENTS
EQUIPMENT USE

- Ability to handle chemical cleaning agents safely.
- Proficient with Microsoft Office Suite or related software.
- Ability to embrace, support, and help implement the Museum’s continued learning and commitment to diversity, equity, accessibility, and inclusion.
- Ability to execute other duties as assigned as needed to help abide by the Museum’s values, drive our vision, and fulfill our mission.
- Able to fulfill the physical requirements of the position.
- Frequent use of cleaning equipment.

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
---------------	-----------	------

An Equal Opportunity Employer

We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.