

Briscoe Western Art Museum – San Antonio, Texas

Position Description

Custodian

Reports To: Head of Facilities
Fair Labor Standard Act Status: Non-Exempt/Full-time Hourly
Department: Facilities Department

POSITION SUMMARY

The Custodian works in the Briscoe Western Art Museum’s Facilities Department, with primary responsibility for performing the custodial function for its one and one-quarter acre museum campus, comprised of a nearly 60,000 square-foot museum that features the renovated historic 1930 library building, the newly constructed Jack Guenther Pavilion, McNutt Sculpture Garden and premiere River Walk frontage.

ESSENTIAL FUNCTIONS

Duties will include cleaning the museum galleries, public areas, administrative offices, Pavilion, and limited areas of River Entrance Plaza and McNutt Courtyard. Custodian will assist on museum events (set up and clean up); provide routine dusting, vacuuming, window cleaning, bathroom cleaning, and sweeping/mopping/waxing floors as needed; assist in ordering supplies for cleaning tasks and monitoring condition of cleaning equipment and ensure work is performed safely and that equipment is properly maintained and stored.

OTHER FUNCTIONS

Additional responsibilities include:

- Ensure that the highest quality work is carried out in all aspects of the department's activities;
- Work as a member of a dynamic team that fosters interdepartmental communication and relationships;
- Assist with other duties as required.

QUALIFICATIONS

The position also requires that the candidate have:

- Hands-on experience in custodial services.
- Ability to communicate with all levels of the organization and keep supervisor informed of all personnel issues and/or problems.
- Knowledge of cleaning supplies and quantities needed for project, as well as cleaning equipment.
- Ability to communicate in English required for daily shifts and preferred for evening shifts.
- Access to transportation to work, which is located in downtown San Antonio.
- Ability to use a 2-way radio.
- Ability to lift up to 40 pounds unassisted.

WORKING CONDITIONS

Position requires physical mobility and stamina. Involves long periods of standing, walking, and/or sitting; frequent stooping and bending. Evening, weekend and holiday work may be required, but will be arranged in advance.

Interested parties can send a cover letter and resume using any one of these methods:

Fascmile/FAX

Subject: Custodian

Fax Number: (210) 299-4118

or

Email

Subject: Custodian

info@briscoemuseum.org