

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

- Cleaning the museum galleries, public areas, administrative offices, Pavilion, and limited areas of River Entrance Plaza and McNutt Courtyard;
- Assist on museum events (set up and clean up);
- Routine dusting, vacuuming, window cleaning, bathroom cleaning, sweeping and mopping floors as needed;
- Assist in ordering supplies for cleaning tasks and monitoring condition of cleaning equipment;
- Ensure work performed safely and that equipment is properly maintained and stored.
- 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

- High school diploma is preferred but not required;
- Ability to communicate with all levels of the organization and keep supervisor informed of all personnel issues and/or problems;
- Knowledge of safe disposal of chemical liquids and other hazardous components;
- 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;
- Proven experience as custodian, janitor or in a similar role;
- Knowledge of use and maintenance of industrial cleaning equipment and appliances;
- Familiarity with basic landscaping and handyman practices;
- Attention to detail and conscientiousness;
- Very good physical condition and strength.

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 arrange 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