



Toledo Museum of Art

JOB TITLE: Utility – Custodial
BRANCH: Facilities
REPORTS TO: Facilities Manager
FLSA: Exempt Non-Exempt
SHIFT: Union/Full Time (4:30 PM – 1:00 AM Tuesday – Sunday) 40 hours

SUMMARY

Member of the team dedicated to creating and maintaining the physical appearance of the Museum's buildings and grounds to the highest standards. Perform routine tasks to create a welcoming atmosphere for visitors and staff.

KEY ACCOUNTABILITIES

The Utilities Custodial position performs the following essential duties. Other duties may be assigned as needs arise.

Perform all housekeeping duties, including but not limited to the following:

- Regular dusting, and cleaning, including windows, walls, ceilings, woodwork, restrooms, cases in galleries, etc.; polish metalwork; wet and dry-mop floors; stock supplies in restrooms and classrooms; keep storerooms clean and orderly.
- Empty trash in all areas of Museum, transport trash and waste to disposal area; keep disposal area free of litter.
- Physically assist with delivery of bulk freight and/or other deliveries Transport small equipment and tools between Museum areas; move office furniture and other furniture as requested.
- Provide emergency clean-up as needed

Set up and tear down for special events, including but not limited to:

- Set up tables, chairs and other items as directed on work orders; make necessary adjustments as directed by Special Events Staff or activity coordinator.
- Remove equipment following special events and Museum activities; remove all trash and debris; return gallery and/or meeting areas to clean and orderly condition

Assist with Grounds duties as assigned, including but not limited to:

- Snow and ice removal
- lawn maintenance: edging, trimming and hand mowing
- litter clean-up
- mulching and weeding

Other related duties as assigned by the supervisor.

RELATIONSHIPS

- Facilities Director, Facilities Manager and Supervisor Manager.
- Works closely with other members of Physical Plant team, Protective Services, Conservation and IT.

SPECIALIZED KNOWLEDGE, COMPETENCIES AND ABILITIES

- At least 18 years of age, have high school diploma or GED.
- Requires valid driver's license; must be insurable through TMA insurance company.
- Minimum of 2 years related experience in the past three years, cleaning in a large commercial or institutional environment, with working knowledge of all equipment and materials used in utility work, including floor cleaners and waxers/buffers.

SPECIALIZED KNOWLEDGE, COMPETENCIES AND ABILITIES (continued)

- Ability to interpret and follow instructions given in both written and verbal form, including but not limited to



- basic work orders, safety rules, operating and maintenance instructions and procedure manual.
- Ability to communicate effectively and tactfully, both verbally and in writing; ability to perform basic computer functions.
- Must be well-organized, have a strong work ethic with attention to detail with excellent follow-through and ability to work with minimum supervision.
- Normal range of vision and hearing (corrected impairment acceptable).
- Must be able to bend, reach, climb (ladders), and lift and move 60 lbs, work in tight spaces as well as heights; remain on feet for extended periods of time.
- Must be able to work in extremes of outdoor conditions.
- Must be willing to work overtime as necessary.

WORK ENVIRONMENT

Position requires the ability to bend, reach, climb (ladders), lift and carry heavy loads (80 lbs), move heavier objects and work in tight spaces. Must be able to remain on feet for extended periods of time and work in extremes of heat and cold. Some duties will involve working in wet or humid conditions and near moving mechanical parts. May occasionally be exposed to fumes or airborne particles, and/or work with toxic or caustic chemicals.

Please submit application and resume to jobs@toledomuseum.org

The Toledo Museum of Art provides equal opportunity for employment and promotion to all qualified employees and applicants. No person shall be discriminated against in employment on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the workplace.