



Job Description

Posted: _____

Position: Housekeeper
Department: Facilities
Supervises: N/A
Supervisor: Facilities Manager
Starting Date: TBA
Application Deadline: Available Until Filled

Classification **Exempt** **Non-exempt** **Job Number** NE 101

Museum of Art & Science (IMAS) located in the Rio Grande Valley inspires audiences of all ages to explore art and science through its permanent collections, exhibits, programs, and partnerships by empowering learners to discover their interests and pursue their passions.

Job Description:

Is responsible for keeping all the facilities in order and clean. Assist other areas and departments when needed. Reports of damages, or safety problems.

Responsibilities:

She/he will be responsible for:

- Responsible for cleaning the following:
 - Windows and entry doors
 - Floors
 - Carpeted floors
 - Tops of tables and counters
 - Restrooms and classrooms
 - Remove fingerprints, smudges or cobwebs on any surface
 - After classes or events: washing dishes, tablecloths, etc
 - Exhibit cases and exhibit modules, as requested upon training
 - Flat surfaces
 - Kitchen and refrigerators

Housekeeper

- Set up and breakdown for museum events
- Restocks restrooms
- Assists with the removal of trash and clearing tables during special events, facility rentals or meetings.
- Watering both inside and outside plants.
- Cleans offices and public areas including emptying trash and removing trash containers to dumpster or recycling bin
- Reports damages to Facilities Manager Assistant
- Stocks, inventories, checks supplies
- Fills out reports for cleaning routes
- Other duties as assigned.

Requirements:

- High School diploma or equivalent
- Must have flexible work schedule
- Must be able to pass background check
- Must be able to pass a drug test

Compensation

Compensation \$11/hour