



CUSTODIAL/ GROUNDS GENERAL MAINTENANCE

The Custodial/Grounds General Maintenance is responsible for building and grounds maintenance including facility repairs and custodial duties for assigned equipment and facilities.

Responsibilities:

Building & Grounds

1. Work with department's custodial team to keep facility clean
2. Maintain Holman Hall and all gallery floors/baseboards daily
3. Maintain South Beckwith Park entrance daily; mop tile floor and vestibule, vacuum matting, and remove trash
4. Maintain all sidewalks, steps, landings, handicap ramps of main entrance daily and east terrace as needed
5. Maintain floors in main entrance vestibule, handicap vestibule and vacuum matting
Empty trash from both landings of the main entrance and handicap ramp
6. Maintain bait stations
7. Maintain landscaping and the Crawford Black fountain
8. Assist with setup and dismantle of events as needed
9. Assist with moving office furniture and equipment as needed
10. Assist with hurricane preparedness
11. Responsible for completing minor facility repairs as directed to include; work orders, minor electrical, plumbing, drywall, painting, carpentry, lighting and special projects as needed
12. May be assigned other duties as needed and will also be required to perform duties of team members that are absent on any given day
13. Maintain all areas safely for public and staff

Administration

1. Attend staff meetings
2. Maintain a good working knowledge of the Museum's policies, procedures, educational practices and ideologies
3. Be knowledgeable of and practice the AAM Code of Ethics
4. Perform other duties deemed appropriate by the Director of Facilities and/or the Executive Director

Functional Relationships:

Reports to the Director of Facilities or in the absence of the Director, the Assistant Director of Facilities.

Works closely with the Building and Grounds staff, all other departments and staff, and the public. This **full-time position** is classified as Non-Exempt

Qualifications

To be successful, must be able to perform each job duty satisfactory.

Education and Experience

High School diploma with minimum of two (2) years' experience in custodial field and facilities management; knowledge of facility maintenance policies and procedures; possess a valid Florida driver's license.

Skills and Abilities

Physical requirements include the ability to lift and or move up to 50 lbs. as necessary; ability to walk up and down stairs and climb ladders and scaffolding while carrying equipment or supplies; ability to handle various types of power or manual equipment and operate required machinery. Work environment characteristics are extremes of temperature while working in mechanical rooms or with equipment outdoors and regularly exposed to wet or humid non-weather conditions; occasionally be exposed to working near moving mechanical conditions work in high precarious places, near fumes or airborne particles, caustic chemicals, and extremes of outdoor weather conditions and temperatures. Safety products used for various types of protection are provided and will be required while performing specific tasks.

Must be a self-starter, good manager of time; good communication and organizational skills; displays a well composed professional attitude at all times, especially when working the in the public eye; dresses appropriately for all occasions; ability to work with staff and public in a fast paced environment; detail oriented with ability to multitask; schedules are based on the needs of the museum and may include overtime events.

The Vero Beach Museum of Art is an Equal Opportunities Employer and seeks diversity in its workforce. The Museum is committed to attracting, retaining, developing and promoting the most qualified employees without regard to race, color, sex, age, religion, national origin, ancestry, sexual orientation, pregnancy, gender identity or expression, physical or mental disability, or past, present, or future service in the uniformed services of the United States, or any other characteristic prohibited by federal, state, or local law.

If you or anyone you know is interested in this position, please send a cover letter and resume to Chris Rhode at crhode@vbmuseum.org