

PLIMOTH PLANTATION JOB DESCRIPTION

Department: Facilities
Job Title: Maintainer I
Reports to: Facilities Manager and Shift Supervisor
FLSA Status: Non-exempt
Position: Seasonal
Supervises: N/A

POSITION SUMMARY

This Position is responsible for maintaining an assigned group of classrooms, restrooms, offices and related Function areas and buildings in a clean and orderly manner to ensure a safe and clean work environment for our guests and staff.

RESPONSIBILITIES

- Sweep, Scrub, Mop, Strip and wax floors, Vacuum and shampoo carpet.
- Clean and dust woodwork, desks, cabinets and tables.
- Wash Windows and walls.
- Empty and clean waste receptacles and recycle bins.
- Clean restrooms
- Order and stock supplies
- Set-up furniture and equipment, for special events and meetings.
- Perform minor repairs to buildings, fixtures and equipment.
- Report sanitary and safety hazards.
- Clean outdoor stairs, patios, and walkways.
- Learn and apply new cleaning methods to help perform cleaning duties in an efficient, organized and timely manner.
- Ability to learn CPR and First aid
- Provide a friendly and welcoming presence for all guests and coworkers throughout the Museum.
- Will support the Museum's mission, vision, core values and customer service philosophy.

This description is not intended to be a complete list of all responsibilities, duties, skills, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of key responsibilities of the job as it is at present, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This job description may be reviewed by management at any time either to ensure that it relates to the job currently being performed, or to incorporate changes. Management reserves the right to change a job description; and if/when doing so will discuss with the employees concerned so that any changes are understood by employees.

QUALIFICATIONS

- Sufficient training and 3 years of Maintenance experience to demonstrate the knowledge and skills.
- Ability to: Use cleaning materials, equipment and methods according to predetermined standards.
- Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.
- Perform minor repairs to tools, equipment and facilities.
- Maintain tools and equipment assigned, in a clean working order and proper storage.

- Plan, organize and prioritize work; meet schedules and time lines.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Valid Driver's License.

PHYSICAL DEMANDS

While performing the duties of this job the employee is required to sit or stand, crouch or kneel and operate cleaning equipment. Ability to work with changing indoor and outdoor environments. Lifting, carrying and placement of various types of furniture used by the Plantation. Ability to lift 50 lbs. Be able to transport carts with bulk furniture up to 100+ lbs.