



Title: Building Maintenance Assistant – Custodian & Security

Hours: Part-time, non-exempt; evenings and weekends

Compensation: \$12/hour

Reports to: Security & Public Engagement Manager

Description: The Building Maintenance Assistant – Custodian & Security assists with the routine cleaning and minor maintenance of the Museum buildings and grounds, assists with building opening and closing duties and tasks, and helps protect the Museum facilities.

Qualifications:

- H.S. diploma preferred
- 1 year of experience in a custodial/maintenance/security department of a large building preferred
- Good communication and interpersonal skills
- Flexibility of schedule
- Physical endurance to cover a large space
- Lifting and carrying up to 50 pounds

Duties:

- Carry out scheduled cleaning of Museum facilities; including rest rooms, exhibits, floor and carpet care.
 - Includes sweeping and mopping floors, vacuuming carpets, washing and sanitizing toilets, sinks, and restocking disposables.
- Ensuring spaces are prepared for the next day by collecting and disposing of trash, tidying furniture, and dusting surfaces.
- Assist with periodic maintenance such as painting, floor stripping and waxing, snow removal, special projects, etc.
- Ensuring safety throughout the facility for the public, staff, and especially maintenance personnel. Includes understanding the use of maintenance chemicals, and awareness of visitor safety issues.
- Performing building opening and closing duties.
- Secure facilities after hours by locking doors, etc.
- Assisting with event set-up and break-down, including tables and chairs.
- Perform other duties, responsibilities, and special projects as assigned by supervisor.

To apply:

Send a brief cover letter and your resume in an e-mail to Steve Jones, Security & Public Engagement Manager at sjones@phillyseaport.org.

Independence Seaport Museum deepens the appreciation, understanding and experience of the Philadelphia region's waterways through history, science, art and community. For more information, please visit phillyseaport.org.

Location: Independence Seaport Museum, 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking.