

Facilities Assistant – Part-time (25-28 hours per week)

Terry Lee Wells Nevada Discovery Museum (The Discovery)

Position Summary

Reporting to the Visitor Services Director, the Facilities Assistant (FA) provides hands-on support to maintain The Discovery to the highest levels and standards of appearance. The FA will deliver light janitorial services, provide events set-up and clean-up, will help the Facilities Coordinator maintain building repair logs, assemble and catalog Material Safety Data Sheets (MSDSs) and other required safety documentation, as well as providing assistance of a general nature to the building engineer.

Essential Functions

- Respond to and mitigate spills and janitorial emergencies.
- Provide intermittent restroom and public area cleaning, including restocking paper products and sanitizing.
- Coordinate and work closely with contract janitors to ensure cleaning schedules are followed meticulously.
- Assist Facilities Coordinator in ordering building supplies including housekeeping, maintenance, and other equipment required to keep the building in fully functioning order.
- Support the Events Manager to prepare The Discovery's facilities for all rental and special event functions, including set-up, teardown, and post-event clean up.
- Assist facility maintenance contractors in support of routine building repairs (i.e. light painting, sprinkler maintenance, and landscaping).
- Perform other duties as assigned by supervisor.

Education & Experience Required

- High School Diploma or equivalent.
- 12-24 months facilities support experience – janitorial and/or general maintenance.

Skills Necessary

- Ability to communicate well with a diverse group of people.
- Ability to lift up to 50 lbs.
- Superb customer service skills.
- Basic computer skills, including word processing and email.

Work Characteristics

- Attention to detail.
- Ability to multi-task and work independently.
- Flexible schedule – some weekend and evening work may be required.

Working Conditions

General building maintenance environment. Requires standing, walking and bending for the majority of the work shift. Other work is generally performed within an office environment, with standard office equipment available.

How to Apply

Please e-mail cover letter, resume to jobs@nvdn.org. No phone calls please.

The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability. The Terry Lee Wells Nevada Discovery Museum is a drug-free workplace.