



Position Title: Facilities Custodian  
Reports to: Facilities Manager

### **Classification**

Type: Hourly, regular part-time, non-exempt

Schedule: approximately 20 hours per week with the ability to adjust to a flexible work schedule including weekdays, weekends, evenings and some holidays.

Starting Hourly Wage: \$9.00 per hour

### **Scott Family Amazeum Overview**

The Scott Family Amazeum is a hands-on, interactive museum in Northwest Arkansas that creates a fun environment where risk taking, imagining, problem solving, discovery, collaboration, and exploration bring children and adults together to learn and grow.

The mission of the Amazeum is:

“To engage the imagination of children and their families through interactive exhibits, programs, and resources while creating an excitement for lifelong learning and the enrichment of lives.”

Through experiences with the Amazeum, individuals and the community are engaged in building relationships and developing identities as creative, curious, and innovative shapers for the region. Hands-on learning opportunities and inquiry-based discovery allow guests to exercise critical thinking and take risks in the context of play.

The Amazeum facility includes approximately 50,000 square feet of indoor space and one acre of outdoor exhibition and activity space. The exhibits and programs are multidisciplinary – based on STEAM (science, technology, engineering, arts, and mathematics) concepts– to further formal educational goals in a high-quality informal learning environment. The museum is located at the intersection of Museum Way and J Street in Bentonville, AR.

### **Position Summary**

The Facilities Custodian ensures that the building and grounds are well maintained and kept in excellent condition. This individual is responsible for cleaning offices, common areas, restrooms, meeting rooms, and public spaces including the exhibition galleries. Daily tasks will include dusting, emptying waste containers, cleaning glass, cleaning a variety of floor surfaces, and ensuring restrooms are clean and stocked. Weekly and monthly duties will include cleaning, dusting and vacuuming of baseboards, ledges, high-reach areas, spot cleaning floors and walls, washing carpet mats and cleaning other areas as needed.

### **Essential Functions**

- Daily Duties
  - Clean and maintain facilities according to prescribed procedures.
  - Sweep, mop, scrub, and/or vacuum floors.
  - Gather and empty trash.
  - Restock toilet paper, paper towels, hand soap, and other supplies.
  - Clean and sanitize sinks, counters, and restroom fixtures including toilet bowls, toilet seats, and urinals.
  - Clean or polish windows, building fixtures, walls and ceilings.
  - Dust furniture, equipment, and museum exhibits.
  - Clean walkways, parking lots, and entrances.
  - Notify Facilities Manager of need to order materials/supplies, need for major repairs, or additions to building operating systems.
  - Promptly respond to spills and other accidents.

- Assist in building security, locking and unlocking.
- Weekly and Monthly Duties
  - Dust window ledges, tops of partitions and other low reach areas.
  - Remove spots from carpeted areas.
  - Dust high reach areas including shelves, ledges, vents, and HVAC grills.
  - Dust all blinds.
  - Remove cobwebs.
  - Clean baseboards, carpet edges and corners.
- Department Support
  - Perform necessary room set-ups for scheduled meetings and classes.
  - Assist with special events as needed.

### **General Duties**

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical to the position. The Amazeum reserves the right to revise or change position duties and responsibilities as necessary to accommodate changing organizational needs.

### **Qualifications**

#### Education and Work Experience

- High school diploma or GED; required
- Two years of prior experience in building maintenance, preferably in a commercial building or similar setting
- Minimum age of 18 years at time of hire

#### Technical Skills

- Basic knowledge of cleaning methods, products and equipment

#### Attitudinal Qualifications

- Proven ability to work independently as well as within a team environment
- Independent learner capable of developing skills in new tool usage
- Excellent problem solving and communication skills
- Commitment to the Amazeum's mission

#### Physical

- Able to stand, walk, and crouch for extended periods of time
- Able to lift up to 40 lbs overhead regularly and occasionally 60 lbs
- Valid driver's license, current auto insurance, and reliable personal transportation required
- Candidates may be required to pass a background screening and drug test

### **How to apply**

Submit completed Amazeum application to [bgraves@amazeum.org](mailto:bgraves@amazeum.org)