



Job Description: Housekeeping Coordinator

Reports to: Building and Maintenance Manager

Summary: The Housekeeping Coordinator provides support for the maintenance, cleanliness, efficient operation of the museum.

Primary Accountabilities:

- Work with cleaning service for the highest standards in cleanliness for the museum.
- Notifies management concerning need for major repairs and additions.
- Assist and perform cleaning activities to ensure the museum is maintained and is ready for daily operations, facility rental or any other tasks deemed necessary by the Building and Maintenance Manager
- Monitor use of consumables (i.e., toilet paper, paper towels, light bulbs, etc.)

Responsibilities:

- Sweeps, mops, scrubs, and vacuums hallways, stairs, bathrooms, museum galleries and office space.
- Empties trash and garbage receptacles.
- Working with Manager on whatever tasks need to be done
- Work with other staff and volunteers in a collaborative and positive manner.
- Demonstrate high comfort level around children and flexibility in responding to challenging situations appropriately.
- Must have a willingness to learn basic repair skills with tools
- And other duties assigned

Physical Requirements:

- Must be able to bend, kneel, stand, climb ladders and perform other physical tasks.
- Must be able to lift chairs, set up tables and carry at least 50 pounds.

Hours

- Must be able to work a flexible schedule including weekends and holidays as needed

The Mississippi Children's Museum is a 501(C) 3 organization with the mission of providing unparalleled experiences that ignite a thirst for discovery, knowledge, and learning in all children. Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary.