



## Facilities and Grounds Associate

**Summary:** The Facilities and Grounds Associate provides support for the maintenance, cleanliness, and efficient operation of the museum. This position serves as the Lead Facilities Department Associate on the floor who assists and performs activities to ensure the museum is maintained and is ready for daily operations, facility rental, museum events or any other tasks deemed necessary by the Facilities and Exhibits Manager. This is a full-time position that reports directly to the Facilities and Exhibits Manager.

### Responsibilities:

- Serves as Lead Facilities Associate on the floor.
- Maintains MCM janitorial housekeeping standards.
- Opens and closes on weekends and on weekdays, if needed.
- Sets up and resets after facility rental and museum events.
- Assists with exhibits installation and maintenance.
- Responds to Facilities and Exhibits Departments calls over walkie talkie.
- Maintains parking lot cleanliness.
- Sweeps, rakes, and blows Literacy Garden porch and pathways.
- Learns and assists with maintenance and repair of permanent exhibits in museum.
- Works with contract cleaning service to achieve the highest standards in cleanliness for the museum.
- Notifies management concerning needs for major repairs and additions.
- Provides maintenance support to the Facilities and Exhibits Manager.
- Monitors use of consumables (toilet paper, paper towels, light bulbs, etc.).
- Sweeps, mops, scrubs, and vacuums hallways, stairs, bathrooms, museum galleries and office space. Trash removal, as necessary.
- Works with the Facilities and Exhibits Manager on miscellaneous tasks, as assigned.

*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. To apply, please submit letter of interest and resume to [careers@mcm.ms](mailto:careers@mcm.ms).*

*Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary. MCM is an equal opportunity employer.*

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**Qualifications:**

- Minimum of 3 years' experience in commercial cleaning.
- Must have experience with operating floor machines, such as auto scrubber and floor buffer.
- Ability to work independently, self-motivated, take initiative and effectively communicate with management, co-workers and visitors.
- Ability to work with other staff and volunteers in a collaborative and positive manner.
- Demonstrate high comfort level around children, a diverse public, and flexibility in responding to challenging situations appropriately.

**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, holidays and after hours as needed.

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