

## **The Menil Collection Employment Opportunity**

**Title:** *Custodian*

**Department:** Museum Facilities

**Reports to:** Manager of Facilities

### **General Responsibilities**

The Custodian is part of a team responsible for the overall custodial/janitorial functions, program setups, and light maintenance requirements for the Menil Collection and its related buildings and offices.

### **Specific Duties**

1. Clean and sanitize restrooms/bathrooms using established practices and procedures.
2. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; empty and clean cigarette urns; replace light bulbs; refill restroom dispensers.
3. Assist with the setup of facilities for meetings, programs, and events.
4. Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
5. Use and maintain assigned power equipment and hand tools; extractors, high-pressure washers, high-speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, and furniture.
6. Wash walls and equipment; use ladders when required in work assignments.
7. Lock and unlock assigned buildings; secure buildings when facilities are not in use. Check for unlocked doors and windows, report any unauthorized occupants.
8. Follow instructions regarding the use of chemicals and supplies. Use as directed.
9. Perform cleaning and related activities such as removing debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment.
10. Move furniture, equipment, supplies, and tools on an incidental basis.
11. Wash accessible interior and exterior windows. Clean blinds.

### **Qualifications**

1. Able to clean all types of spaces, including exhibition spaces, offices, work and storage areas, conservation labs, and restrooms.
2. Ability to:
  - a. work with extreme care and caution in areas containing art and artifacts;
  - b. work with limited supervision;
  - c. understand and follow oral and written instructions, routine and schedules; and,
  - d. adapt to changing work priorities.
3. Must be able to lift and carry a 50-pound load; work an assigned schedule totaling 40 hours per week, with occasional overtime on weekends or evenings for non-routine assignments or special events.

4. Must pass a criminal background check.
5. Valid Texas driver's license and reliable transportation required.

Salary and benefits competitive and commensurate with experience. Please send resume, cover letter and salary expectation to: Human Resources Department, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: [hr@menil.org](mailto:hr@menil.org).