

The Menil Collection Position Description

Title: *Custodian*

Department: Building, Grounds, and Security

Reports to: Manager of Facilities and Security

General Responsibilities

The Custodian keeps Menil Foundation buildings in clean and orderly condition.

Specific Duties

1. Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
2. Gather and empty trash and recycling.
3. Service, clean, and supply restrooms.
4. Clean and polish furniture and fixtures.
5. Wash windows, walls and glass surfaces.
6. Steam-clean or shampoo carpets.
7. Strip, seal, finish, and polish floors.
8. Follow proper safety procedures for the use of chemical cleaners and power equipment.
9. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
10. Notify supervisor concerning the need for major repairs to building operating systems.
11. Requisition supplies and equipment needed for cleaning and maintenance duties.
12. Provide maintenance, assistance, errands, and miscellaneous tasks as required by department head.

Qualifications

1. Excellent interpersonal skills and the ability to work in a team environment, and adapt to change.
2. Effective verbal communication skills.
3. Excellent work ethic; reliable; dependable.
4. High school diploma or equivalent preferred.
5. Must be physically capable of safely lifting 50 + lbs. and moving heavy furniture, boxes, supplies etc.
6. Bilingual (English/Spanish) a plus.
7. Some building operation and maintenance experience is preferred. Licensing such as electrical or HVAC preferred.
8. Valid TX driver's license required.
9. Availability to work overtime hours if and/or when necessary.

Salary and benefits competitive and commensurate with experience. Please send resume and cover letter with salary expectations to: Human Resources, the Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to:

smmaloch@menil.org