

# Georgia O'Keeffe Museum

**Position Title:** Custodian  
**Department:** Operations  
**Location:** Santa Fe, NM  
**Pay Range:** \$17.00  
**Hours:** Part-Time, Non-exempt

## **Position Summary**

The Georgia O'Keeffe Museum is searching for a custodian to join our operations team. The custodian is responsible for maintaining our facilities clean and presentable. Reporting to our Facilities and Safety Manager, the custodian will work as part of a team to perform daily cleaning routines, and work on special maintenance projects as needed.

## **\*COVID-19 considerations:**

All visitors and employees are required to wear a mask. Common surfaces are sanitized regularly, and cleaning measures are in place to prevent the spread of the virus. Masks and PPE are provided to all staff.

## **Responsibilities include but not limited to**

- Establish a daily routine of cleaning and maintaining all facilities and grounds including, but not limited to dusting, sweeping, mopping, polishing, scrubbing, snow-removal, and other assignments.
- Respond to all departmental requests for operations support for events, exhibition changeovers, pick-ups/deliveries, storage needs, etc.
- Assist the Facilities & Safety Manager in monitoring and maintaining inventory of supplies and equipment, monitoring building maintenance, cleaning, and repair needs.
- Reports any safety hazards or items needing repair or attention to the Facilities and Safety Manager.

## **Special Projects or Additional Duties**

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position.
- May be assigned to perform some work that would involve the use of small hand and power tools.

## **Background and Qualifications**

- GED or HS diploma, Required.
- 1-2 Years' experience working in a maintenance role.
- Proven skills in industrial and/or commercial cleaning and general light maintenance role.

## **Skills and Abilities**

- Friendly, service-oriented personality.

- Strong initiative with a positive proactive dependable approach to work. Excellent verbal communication skills.
- Must meet the physical requirements of the job, to include but not limited to: Ability to climb stairs or a ladder, bending, kneeling, stooping, working with hands above shoulder level, and lift up to 40lbs.
- Ability to operate small hand and power tools.
- Ability to operate outdoor power equipment including snow blowers, leaf blowers, hedge trimmers, chain saws.
- Ability to operate mechanical cleaning equipment including vacuum and carpet cleaners, and floor cleaners.
- Be flexible to work at least on weekend day a week.
- Be flexible to work holidays.

### **Benefits**

This position is eligible for partial benefits including 403b retirement plan with employer match after one year of employment, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

To be considered, please send your resume to:

[Jobs@okeeffemuseum.org](mailto:Jobs@okeeffemuseum.org)

*The Georgia O’Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.*

### **Job Description Acknowledgement**

#### **Employee Acknowledgement**

☐ I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

---

Employee Signature/Date