CMOM Job Post

POSITION: Maintenance Team Member (Part-time)
EXEMPT STATUS: Non-exempt
REPORTS TO: Associate Director of Guest Services
LOCATION: 212 West 83rd Street, New York, NY 10024
WEBSITE: www.CMOM.org

ABOUT THE CHILDREN’S MUSEUM
The Children’s Museum of Manhattan helps children and families thrive at home, at school, and in the community. Our offerings embrace the intersection of the arts, sciences, and humanities and include exhibitions, classes, workshops, performances, and festivals.

Our programs and exhibits are designed to address the multiple ways children learn and to help parents understand and support their children’s development. The Museum’s special areas of focus include early childhood education, creativity, health, and world cultures.

Founded in 1973 by parents as a grassroots neighborhood organization, the Children’s Museum flourished. Today it is a beloved citywide resource for children, family, and educators as well as a popular destination for visitors from around the world. Each year approximately 350,000 people visit our 38,000 square-foot learning facility on Manhattan’s Upper West Side. Hundreds of thousands more benefit from the Museum’s outreach programs at schools, libraries, homeless shelters, Head Start centers, and hospitals; its touring exhibitions; and its online tools and curricula.

ABOUT THE POSITION
The Children’s Museum of Manhattan (CMOM) is looking to add new associates to our Clean Team! CMOM is a high-volume children’s museum in the heart of the Upper West Side. With four fabulous floors of fun on West 83rd Street, we’re a destination for delight, discovery, and learning! We create experiences at the intersection of the arts, sciences, and humanities to ensure children thrive at home, at school, and in the community. The Maintenance team is committed to keeping our facilities clean and providing a safe experience for all guests. The ideal candidate for our Clean Team is a team player, energetic and comfortable taking initiative! This person will interact with employees from all departments to help set up for events, meetings and birthday parties and work continuously to maintain a clean environment throughout the building. Candidates will communicate courteously and professionally with customers, management and coworkers.

RESPONSIBILITIES (include, but are not limited to)
- Mop, sweep, dust, vacuum and wipe down five-floor facility
- Communicate CMOM’s policies to guests effectively and professionally
- Interact with guests in a welcoming and courteous manner
- Disinfect and clean all bathrooms
• Dispose of trash in a sanitary manner
• Follow checklist procedures
• Disinfect and wipe down all surfaces including walls, partitions, floors, windows, sills, staircases and handrails daily
• Clean classrooms when needed
• Operate and maintain mechanized cleaning equipment and materials in a safe and sanitary manner
• Monitor and report necessary facility repairs and replacement to proper departments
• Ability to work occasionally in poor weather conditions including rain, heat, cold, or snow
• Snow removal, sidewalk and other exterior areas
• Set up rooms for events, meetings and birthday parties
• Continually check all areas of museum for cleanliness
• Pick up deliveries and distribute to proper offices throughout the building
• Strip and wax classroom floors every 3 months
• Must be able to lift up to 50 pounds when necessary.
• Must be available weekends

QUALIFICATIONS
• A team player with positive can-do attitude
• Excellent customer service skills
• Experience using hand and electrical tools Repair skills (changing light fixtures, painting, flooring repair, small building repairs, heating and air conditioning system)Superb problem solving skills
• Punctuality and dependability are a must
• Ability to communicate effectively and professionally with associates, management and customers
• Prior maintenance work experience is a must
• Able to lift up to 50 pounds when necessary

Please do not call the museum regarding this job listing. Qualified candidates will be contacted.

SCHEDULE:
• 8-hour shift

COMPENSATION
$17.00/hour

TO APPLY
Send cover letter and resume to admin@cmom.org. Please include “Maintenance Team Member” in the subject line.

The Children’s Museum of Manhattan is an Equal Opportunity Employer. Background checks will be completed on all employees.