

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Maintenance Assistant
<b>Department:</b>	Operations
<b>Supervisor:</b>	Facilities Manager, Art School
<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Non-Exempt
<b>Work Hours:</b>	Tues-Sat 6:30am to 3:30pm with occasional scheduled evening hours
<b>Issue/Revised Date:</b>	05/17/2017

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

*To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.*

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

### **Job Summary:**

Under general supervision of the Facilities manager, maintains galleries, offices, and public areas of the Honolulu Museum of Art School.

### **Minimum Qualifications:**

- High school diploma or equivalent.
- 1 year experience in janitorial, custodial or housekeeping duties.
- Flexible work schedule; weekend and occasional evenings.
- Willingness and ability to do a variety of maintenance and custodial tasks.
- Effective communication skills with the ability to work independently and in a team setting.
- Valid Driver's License.

### **Desired Qualifications:**

- Knowledge of alternative cleaning methods, materials, chemicals, and equipment used in a museum and housekeeping work environment.
- Experience with use of hand tools, simple carpentry and plumbing repairs.
- Excellent customer service attitude and ability to assist and communicate with a diverse group of people; an interest in the Honolulu Museum of Art and a willingness to assist visitors of the museum.

### **Essential Duties:**

- Ensure Museum facilities, including public areas, restrooms, and staff spaces are kept clean and in good condition. Cleaning tasks include but not limited to: vacuuming, sweeping, mopping, dusting, washing windows and sanitizing restrooms.
- Collect and sort waste for garbage and recycling.
- Set up and break down of equipment and furniture for Art classes.
- Set up and break down of equipment and furniture for Museum events/functions.
- Deliver and pick up supplies, incoming shipments, and other materials to various departments.

- Assess and report facility maintenance issues to appropriate staff; performs assigned repairs.
- Other duties as assigned.

**Traits and characteristics:**

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and its brand. Sense of humor and flexible approach to the position is a must.

**Working Conditions and Atmosphere:**

Ability to climb stairs, walk on uneven, and occasionally slippery surfaces. Ability to pull, push, lift and carry up to 50 pounds with occasionally heavier loads. Ability to bend, stoop, kneel, crawl, and crouch. Work areas can be dusty, humid, have various kinds of chemicals, fumes and odors. Noise level is usually normal, but may be loud when using power equipment.

This position works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required.

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Department Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.