

02/04/2010

POSITION OPENING ANNOUNCEMENT

POSITION: Housekeeper

REPORTS TO: Facilities Manager

DATE AVAILABLE: Immediately

CLASSIFICATION: Part-time, some weekends

DESCRIPTION: Responsibilities of this position include daily cleaning of all public areas and restrooms in the Museum. Specific responsibilities include vacuuming, dusting, mopping, trash and recycling disposal, accident clean up, carpet cleaning, polishing and glass cleaning. Housekeepers are also responsible for set-up and takedown of furniture for occasional meetings and rentals, and some exterior maintenance such as snow removal (shoveling) and lawn maintenance. This position will also provide assistance to Museum visitors as needed.

REQUIREMENTS: A high school diploma or equivalent and one year previous housekeeping experience required. The successful candidate must be able to communicate clearly in English via radio, to work with all cleaning equipment and supplies, and to carry and lift 50 pounds per ADA requirements, and be a self-starter who works well with a team. As this position is part of the public service operation, individuals must have the ability to interact effectively and positively with Museum patrons and staff, and be able to deal with the public in a professional manner. Applicants are required to provide references from prior work experience.

APPLICATIONS: Please send resume and letter, or stop by and complete an application:

Human Resources
Minnesota Children's Museum
10 West 7th Street
Saint Paul, MN 55102
Fax 651/225-6006
mcm@mcm.org
No calls please.

Minnesota Children's Museum is an Equal Opportunity Employer
committed to a culturally diverse work environment.