

MFA *The Museum of Fine Arts, Houston*

Position Available

Title:	Building Services Assistant
Reports To:	Associate Chief of Building Operations
Pay Type:	Full-Time, Regular, Non-Exempt, 40 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	TBD
Work Location:	Museum Properties, non-smoking facilities

Responsibilities:

- Complete assigned work orders in a proper and timely fashion
- Move furniture, boxes and other large items as needed
- Pickup and delivery of items between museum buildings
- Set up and break down tables, chairs and other equipment for meetings and events
- First response to spills and other cleanup requests in galleries and grounds
- Remove trash and litter from museum grounds, buildings, entrances, etc, including trash removal from café area and keeping trash bins emptied and clean
- Ensure work areas and administrative offices are clean
- Check and replenish supplies in public and staff restrooms including soap, towels, paper, etc.; clean restrooms throughout day
- Water plants, clean drains
- Wash docks, freight elevators, landings, and doormats
- Wash and clean museum vehicles as needed
- Launder dust mops and dusting rags
- Set and remove recycling bins on specified pickup days; deliver bins to museum locations as needed
- Assist engineers in conducting routine repairs, maintenance and painting, as needed
- Perform other routine housekeeping and maintenance tasks
- Perform other related duties and assignments as required, at the direction of buildings and grounds supervisory staff

Skills, Knowledge and Abilities:

- Able to lift 75 lbs or more and able to perform a variety of physical tasks involving lifting, bending, stooping and moving furniture and other large items
- Must possess a valid Texas driver's license and meet the requirements for operating a museum vehicle
- Able to work evenings and weekends when needed and be available for emergencies

Education and Experience:

- High School diploma or equivalent
- Prior general maintenance experience desirable
- Must be able to work with minimum supervision

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How to Apply:

Send resume to Human Resources, Job 19-051BG, P.O. Box 6826, Houston TX 77265-6826;

Fax 713-639-7508 or email: jobs@mfah.org.