

# MFA The Museum of Fine Arts, Houston

## **Position Available**

Title:	<b>Building Services Assistant</b>
Reports To:	Chief of Building Operations
Pay Type:	Full-Time, Regular, Non-Exempt, 40 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical, Dental and Vision 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:**

- Must be 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
- Must be 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

*The Museum is an equal opportunity employer dedicated to a policy of nondiscrimination in employment without regard to race, creed, color, age, gender, gender identity, sexual orientation, religion, national origin, genetic information, disability, or protected veteran status. For more information, visit our website at <http://mfah.org/about/careers/>.*

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**How to Apply:**

Send resume to Human Resources, Job 20-117BG, P.O. Box 6826, Houston TX 77265-6826;  
Fax 713-639-7508 or email: [jobs@mfah.org](mailto:jobs@mfah.org).