



POSITION ANNOUNCEMENT

HOUSEKEEPING – P/T

POSITION SUMMARY

The Witte Museum is seeking a part-time Housekeeping individual to provide routine manual work involving cleaning and housekeeping duties on campus to present a beautiful and inviting environment for museum guests.

RESPONSIBILITIES:

- Blow sidewalks clear of leaves and debris daily
- Remove waste paper and rubbish daily. Empty and clean all waste receptacles
- Vacuum/sweep all rugs and carpeted areas including offices, lobbies, corridors, entrance area, entrance mats, and stairs. Damp mop all tiled areas including restrooms, offices, lobbies, and outside entrance area.
- Clean restrooms and refill empty dispensers
- Dust and polish office furniture, files, fixtures, paneling, windowsills, doors and doorframes. Dust picture frames, display cases, wall hangings, and lighting fixtures
- Damp dust ceiling air conditioning diffusers, wall grilles, registers and louvers, and telephones
- Clean entrance glass and partitions inside and outside, directory boards, display cases, and water coolers
- Wax, buff and shampoo floors as needed
- Assist with special events set-up and tear-down

EDUCATION:

- Required: High School Diploma or GED

EXPERIENCE AND SKILLS:

- Ability to work independently and as a team member
- Ability to complete job responsibilities with minimal supervision
- Self-motivated and detail-oriented
- Preferred: Prior janitorial, custodial or general cleaning experience
- Preferred: Bilingual in English and Spanish
- Preferred: Current Driver's License

PHYSICAL REQUIREMENTS:

- Ability to lift at least 30 lbs.
- Ability to work a flexible schedule including evenings and weekends as needed
- Ability to stand and walk for extended periods of time

The Witte Museum is an equal opportunity employer. This position is a part-time position.

Closing date: Until Filled

Resumes may be emailed to: humanresources@wittemuseum.org

Applications available on-site at: Witte Museum
3801 Broadway
San Antonio, Texas 78209