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## VOLUNTEER DESCRIPTION

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ART & HISTORY MUSEUMS  
MAITLAND

Title: Facilities Aide, Caretaker  
Supervisor: Facilities Manager  
Schedule: Weekdays  
Commitment: Two (2) hours per week minimum

Position Summary: The Caretaker will assist the Facilities Manager with various routine building maintenance activities and special projects.

### Duties:

- Work under the supervision of the Facilities Manager to complete routine building maintenance activities, including, but not limited to -
  - Custodial cleaning (floors, windows, restrooms, etc.),
  - Organizing/decluttering storage and office spaces, and
  - Trash removal;
- Work under the supervision of the Facilities Manager to complete special building repairs and enhancements that do not require licensing or certification, such as -
  - Repair walls, ceilings and floors, and
  - Prep and paint interior and exterior surfaces as necessary;
  - Remove plant growth from concrete sculptural work and architectural elements and cleaning those pieces using pre-approved cleaning solutions and brushes; and
  - Monitor sculptural pieces for damage.
- Collaborate with staff for emergency preparedness and post-incident clean-up and repairs; and
- Complete other tasks as skill sets permit and as agreed upon with the Facilities Manager or the Director of Operations or the Executive Director.

### Qualifications:

- Good written, verbal and interpersonal communication skills;
- Good computer skills helpful;
- Good attention to detail;
- A team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility;
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines;
- Ability to continually develop skills related to use of rapidly changing technology and communications best practices;
- Ability to adapt and be flexible in a dynamic environment; and
- Physical ability to lift objects weighing up to fifty pounds (50 lbs.), to climb stairs and ladders, stoop, bend, push, pull and perform other physical duties.

Additional Comments:

- Responsibilities are assigned based on the volunteer's interests, knowledge, and skill sets;
- The schedule is determined by the volunteer's availability and the facilities open hours; and
- Appropriate training is provided to the volunteer in order to complete the assigned tasks.

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