

## **Facilities Services Technician**

Full time position with the Nelda C. and H.J. Lutcher Stark Foundation which includes the Stark Museum of Art, The W.H. Stark House, Administration Building, Lutcher Theater and Shangri La Botanical Gardens and Nature Center in Orange, Texas.

### **Essential Duties and Responsibilities:**

- Performs building cleaning following established routines. This includes but is not limited to:
  - Cleaning, vacuuming, stripping, scrubbing, buffing and finishing floors
  - Washing and sanitizing, spot removal and dusting of walls, ceilings, and doors
  - Washing windows
  - Dusting furniture, fixtures and equipment
  - Washing, scouring, polishing, sanitizing bathrooms, and drinking fountains
  - Stocking restroom and kitchen supplies
  - Emptying trash containers, replacing liners, sanitizing
- Performs other facilities services as may be directed by supervisor
- Work duties are performed to maintain the highest standards of cleanliness
- Support Foundation's goals and values
- Use proper methods and use of materials, products, and equipment in maintaining the cleanliness, appearance, and sanitation of facilities
- Provide courteous, professional, timely and accurate service and support
- Give and welcome feedback; contribute to building a positive team spirit
- Follows safe work procedures
- Properly store all supplies, materials and equipment
- Exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines when operating equipment or vehicles
- Observe scheduled work hours, 8 hr/day, 5 days/week. Exact schedule is dependent on which venue is assigned

**Experience Preferred:** Six months building cleaning experience preferred with emphasis on high cleanliness standards.

- Operate custodial equipment
- Knowledge of cleaning methods, materials and equipment

**Preferred Education:** Minimum high school diploma or GED

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand, climb stairs and step stools. The employee frequently is required to use hand to finger, handle, or feel objects, tools, or controls and climb or balance. The employee is required to walk, reach with hands and arms, stoop, kneel, and crouch. May be required to lift 50 pounds.

**Benefits:** Group medical, dental, and life insurance; 403(b) and retirement plans; paid vacation, sick leave and holidays; uniforms provided

**Application Process:** Apply at the Texas Workforce Center