



CLEANING SPECIALIST JOB DESCRIPTION

Job Summary:

As an organization we are constantly striving to better ourselves and the experiences we provide to our guests. The Cleaning Specialist plays a vital role in ensuring that our guests always enjoy playing in a clean and safe environment. The Cleaning Specialist will be responsible for cleaning and sanitizing exhibits and equipment.

Job Details:

This is a part-time position; working five days per week 3 hours per shift. The starting pay for this position is \$13 per hour. This position reports to the Human Resource Manager.

Primary Roles:

- Provide cleaning services and at times assist with custodial tasks

Responsibilities:

- Use the daily cleaning and sanitizing lists, clean and sanitize all exhibits, equipment, toys, and launder costumes
- Perform deep cleaning tasks such as, wiping walls, doors, dusting, cleaning baseboards, cleaning tables and chairs
- At times provide custodial services such as, cleaning restrooms, sweeping, emptying garbage
- Use a keen attention to detail, perform daily inspections of the museum, to ensure impeccable cleanliness—looking for ways to improve efficiency in the cleaning and sanitizing processes—all outcomes from inspections will be reported to supervisor
- Advise supervisor and administrative staff of supplies needed
- Ensure all tasks are performed in a safe manner that follows museum policy and procedure
- Contribute to the overall positive image and success of the museum
- Additional duties as assigned by the Executive Director or any member of the management team

Core Competencies:

- Detail oriented—heightened level of awareness and attention to detail
- Able to work independently and be self-motivated to manage time wisely while also being able to work cooperatively with others
- Able to follow verbal and written instructions and have ability to communicate in a professional manner
- Possession of personal characteristics including integrity, initiative, emotional maturity, dependability, courtesy
- Physically and mentally able to perform essential duties of the position

General Requirements:

- Must be at least 18 years of age
- Must be able to speak, read, and write in English
- Must be willing to work on weekends and additional hours for staff development or other scheduled activities

Experience:

- Previous housekeeping, custodial, and handy man experience is a plus

Environmental Conditions:

- Mainly an indoor office environment
- Occasional outdoor activity may be required

Physical Demands:

- Ability to stand and walk for extended periods
- Able to sit, bend, stoop, kneel, perform grasping and handling motions and torso rotations on a continuous basis
- Able to lift and carry 25 pounds of materials
- Able to reach in all directions
- Adequate sight or corrected vision for the purpose of reading directions and printed or written materials
- Able to hear and speak to communicate with coworkers and at times guests
- Dexterity of hands and fingers to operate equipment



Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: In compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act, ImagineU will make reasonable accommodations as necessary.

EEO: The ImagineU is an equal employment opportunity employer.