

JOB DESCRIPTION

Current/Suggested Title: Exhibit Maintenance/Janitorial Worker **Date:** 1/15/2022

Department: Operations

Reports to: Director of Operations

NATURE OF THE JOB

Basic Purpose & Objective of the Position: Discovery Cube of Los Angeles, a science center in Lake View Terrace, CA, is seeking an experienced individual to join our facilities team. Must be hard working with attention to detail and have experience working in a maintenance and janitorial position.



➤ **Principal Accountabilities:**

% of Total: **Duties & Responsibilities:**

45% JANITORIAL

- Clean and Stock Bathrooms
- Maintain cleanliness of building and patio
- Empty trashcans, vacuum carpets, etc.

45% MAINTENANCE

- Set up and break down for events
- Maintain maintenance shop cleanliness
- Troubleshoot exhibits and upcoming attractions

10% OTHER DUTIES

- Communicate issues before they arise

☐ **100%**

➤ **Knowledge & Skills:**

Education Level:

- Required: High School Diploma or in progress

OR

Years of Experience:

- 1 year of facilities or maintenance experience

Field of Study/Area of Experience:

- Preferred: Maintenance or Facilities

Other Training/Technical Skills/Knowledge:

- Communication
- Basic computer knowledge (email)

➤ **Abilities & Behaviors:**

- Must have the ability to stand for extended periods of time
- Must be friendly and enjoy talking to and interacting with children and adults of all ages
- Proactive and self-starter with minimal management
- Able to lift, push, or pull up to 25 lbs. for short periods of time
- Must be able to safely bend to turn attractions/exhibits on or off.
- Focus on safety.

SCOPE OF THE JOB

➤ **Discretion/Latitude:**

- Facilities/Maintenance Worker reports directly to the on duty Guest Services Manager
- Facilities/ Maintenance Worker should be proactive self-starters and require little micro management

➤ **Interactions:**

- Constant interaction with Guests, management, and other employees.

➤ ***Business/Work Environment:**

- Must be comfortable with change and a dynamic work environment with both low and peak seasons.

➤ ***Challenges:**

- NA

➤ **Physical Demands & Environmental/Working Conditions:** *Describe any physical demands of the position and any adverse, hazardous, or unpleasant conditions of the work environment. Include the level/intensity, frequency, and duration of exposure to these demands/conditions.*

- This is a standing position- Facilities/Maintenance Worker are expected to be able to stand in one location for extended periods of time.
- Facilities/Maintenance Worker should be able to lift, push, or pull up to 25 lbs. and safely bend and twist to interact with exhibits.

➤ **Other:** *List any other special working conditions that should be considered in establishing this position.*

➤ **Physical Demands & Environmental/Working Conditions:** Describe any physical demands of the position and any adverse, hazardous, or unpleasant conditions of the work environment. Include the level/intensity, frequency, and duration of exposure to these demands/conditions.

➤ **Check the frequency of activity required of the employee to perform the job.**

ACTIVITY	NEVER 0 hours per day	OCCASIONALLY 0-3 hours per day	FREQUENTLY 3-6 hours	CONSTANTLY 6-8+ hours
Sitting		X		
Walking				X
Standing			X	
Bending (neck)		X		
Bending (waist)		X		
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant hand Right __ Left __				
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)			X	
Fine Manipulation (left hand)			X	
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	
Other Activity not listed				

Please indicate the daily Lifting and Carrying requirements of the job: Indicate the height the object is lifted from floor, table, or overhead location and the distance the object is carried.

	LIFTING				Height	CARRYING				Distance
	Never 0 hours	Occasionally 0 to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours		Never 0 hours	Occasionally 0 to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours	
0-10 lbs			X					X		
11-25 lbs		X					X			
26-50 lbs		X					X			
51-75 lbs		X					X			
76-100 lbs		X					X			
100+ lbs		X					X			

➤ **Other:** List any other special working conditions that should be considered in establishing this position.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

