



Custodian Supervisor

OVERVIEW

The Baltimore Museum of Art is seeking a Custodian Supervisor with 5+ years of custodial experience in a commercial/institutional setting. This is a full-time, non-exempt position that reports to the Director of Facilities & Engineering.

The Baltimore Museum of Art has an annual operating budget of \$12.7 million and is home to an internationally renowned collection of 19th-century, modern and contemporary art. Founded in 1914 with a single painting, the BMA today has 90,000 works of art – including the largest holding of works by Henri Matisse in the world. Throughout the Museum, visitors will find an outstanding selection of European and American fine and decorative arts, 15th-through 19th-century prints and drawings, contemporary art by established and emerging contemporary artists and objects from Africa, Asia, the Ancient Americas and the Pacific Islands. Two beautifully landscaped gardens display an array of 20th-century sculpture that is an oasis in the city.

RESPONSIBILITIES

- The Custodian Supervisor works under the supervision of the Director of Facilities & Engineering.
- Supervises and oversees the daily activities of the Facilities Custodial Staff.
- Plans, schedules and participates in the day-to-day activities of the Custodial Department. Assigns staff to work for scheduled special events and museum fund raisers.
- Assists in custodial duties such as cleaning, setup/breakdown for special events during regular shift employee absences, vacation or as needed.
- Assists other museum departments with special needs as they pertain to Exhibitions, special functions and other events.
- Implements Floor and Carpet Maintenance Program and schedules various areas for regular maintenance as outlined in the Floor Maintenance Program schedule.
- Inspects the work of staff for completeness and adherence to museum standards.
- Trains new staff.
- Orders and maintains an inventory of frequently used materials and supplies.
- Follows instructions regarding the use of chemicals and supplies and material safety data sheets (MSDS). Uses all chemicals and supplies as directed to perform cleaning and related activities.
- Inspects for unsafe equipment and/or working conditions and initiates and/or remedies such conditions.
- Assures compliance with the museums unique security procedures.
- Has the ability to use a step ladder up to 8 feet when required in work assignments.
- Assists the mechanics and other departments within the museum as the need arises.
- Responds to emergency situations as they arise.
- All other duties as assigned by supervisor.

MACHINERY AND SPECIAL EQUIPMENT

Standard tools of the custodial/housekeeping trade, including but not limited to strippers, buffers, vacuum cleaners, carpet shampooers (bonnet and extraction) and other equipment specific to the trade.

Use of specialized safety equipment (vinyl gloves, lumbar support, etc) in the performance of daily duties.

QUALIFICATIONS

High School Diploma or Equivalent
5+ Years custodial/housekeeping experience
Vocational or Trade School
Must maintain a valid MD Driver's License

Applicants must be able to stand/walk for long periods of time. This position will require some work from ladders, scaffolds and mechanical lifts. It will also require periods of bending/stooping to perform certain duties.

Applicant must be able to lift/carry/move 25lbs.

During preparation for and breakdown of special events, it will require moving stacks of chairs and tables of different sizes.

Work may be subject to a rotational basis including evenings, weekends and holidays.

BENEFITS

The BMA is an Equal Opportunity Employer and a drug-free workplace. We offer a competitive salary and a generous benefits package. For this non-exempt position we offer medical, dental, vision, prescription, pension plan, 403b deferred compensation retirement plan, long-term disability, employee assistance program, flexible spending & transportation account, flexible and condensed scheduling, discounts at our museum shop, programs and exhibitions, and restaurant, reduced fee gym membership and a continuing education discount. We also offer 2 weeks and 2 days of earned vacation, 9 holidays, 3 personal days, a floating holiday and 12 sick days each fiscal year.

TO APPLY

Please send your cover letter, resume, and salary requirements via e-mail to HR@artbma.org with **"Custodian Supervisor" and your first and last name in the subject line.**

You may also pick up an application or drop off a resume at the Museum's west door at 10 Art Museum Drive, Baltimore, MD 21218

No phone calls please.