



## **Custodian, Full-Time**

### **OVERVIEW**

The Baltimore Museum of Art is seeking a Custodian with 1-2 years of custodial experience in a commercial/institutional setting. This is a full-time, non-exempt position that reports to the Custodian Supervisor.

The Baltimore Museum of Art has an annual operating budget of \$12.7 million and is home to an internationally renowned collection of 19<sup>th</sup>-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, 15<sup>th</sup>-through 19<sup>th</sup>-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 20<sup>th</sup>-century sculpture that is an oasis in the city.

### **RESPONSIBILITIES**

- The Custodian works under the supervision of the Lead Custodian.
- Maintain floors in an aesthetically pleasing manner. This will include mopping, stripping, waxing, buffing and vacuuming.
- Maintain restrooms in a clean and sanitary condition. Assure proper stock levels are maintained.
- Regular maintenance of museum offices and conference rooms. This includes trash removal, dusting, polishing and vacuuming.
- Regular cleaning of lower exterior and interior glass.
- Assists the designated porter in the implementation of the Floor Maintenance Program.
- Maintains stock levels in supply closets. Notifies Lead Custodian when inventory needs replenished.
- Inspects for unsafe equipment and or working conditions and initiates and or remedies such conditions.
- Assures compliance with the museums unique security procedures.
- Assists other departments within the museum as the need arises.
- Responds to emergency situations as they arise.
- Other duties as assigned by Supervisor.

### **MACHINERY & 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  
1-2 Years custodial/housekeeping experience  
Vocational or Trade School

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 cover letter, resume, and salary requirements via e-mail to [HR@artbma.org](mailto:HR@artbma.org) with **“Custodian” and include 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.**