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## THE ALBRECHT-KEMPER MUSEUM OF ART

2818 Frederick Avenue, St. Joseph, Missouri 64506

### **Janitor**

#### **Duties and Responsibilities**

- Cleaning wood, linoleum, tile, and other floors
- Shampooing rugs, carpets and chair coverings
- Emptying trash cans
- Cleaning vents
- Dusting all surfaces
- Waxing floors
- Cleaning restrooms and offices
- Ordering new cleaning supplies as needed
- Washing windows
- Maintaining a thorough inventory
- Using equipment, commercial vacuums, floor buffers and carpet cleaners
- Collecting and taking out trash and recycling
- Occasional work between or during events with advanced notice

#### **Skills and Qualifications**

- Ability to stand and walk for long periods
- Ability to lift and move over 50 pounds
- Knowledge of different cleaning products and tools
- Time-management and multitasking abilities
- Organization skills
- Good verbal communication and interpersonal skills
- Ability to work with minimal supervision
- Position will start with hours being flexible between 9:00-5:30 Monday-Friday, with ability to move to early mornings or nights after 60 days.
- 3 years previous experience preferred
- 16 hours per week

#### **Compensation**

\$13 per hour

Qualified candidates should email their resume to Eric Fuson, Executive Director, at [fuson@albrecht-kemper.org](mailto:fuson@albrecht-kemper.org)

*The Albrecht-Kemper Museum of Art provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*