

Museum Junior Library Custodian

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Museum seeks a Museum Junior Library Custodian responsible for the cleaning of the Museum's public galleries and spaces, including sidewalks, all office and staff work areas while adhering to regular cleaning and maintenance schedules (daily, weekly, monthly, quarterly, yearly or as directed) and all in accordance to the standards set by Museum management. The Museum Junior Library Custodian is also responsible to assist in the regular maintenance of the Museum building and property including private and public spaces, courtyards and sidewalks, as directed, and in the overall daily operations of services to the public and to Museum staff and other personnel.

Roles and Responsibilities:

- Daily
 - Sweeping and mopping of all floors, hallways and stairways throughout the museum
 - Cleaning of all office spaces, which includes dusting of all desks, desk fixtures, chairs, bookcases, windows, windows sills, walls, baseboards, ceiling trim, wall trim, cabinets, doors and door frames; vacuuming of all carpets, rugs and window treatments; sweeping and mopping of all hard-surfaced floors; trash removal, and washing untidy trash cans as necessary or requested)
 - Cleaning of Gallery spaces; which includes dusting of all fixtures and furniture; vacuuming carpeted areas; sweep and mop hard surface flooring; dust walls; baseboards; and moldings)
 - Cleaning of Museum elevators carpets, walls and overhead gratings
 - Cleaning of Museum courtyards, and surrounding sidewalk, including sweeping and picking up all trash
 - Remove bulk trash from building; to include, general trash, recyclable trash, furniture etc.
 - Deep cleansing and application of protecting agent (non-sealant) for marble floors
- Routinely, as necessary and/or directed
 - Vacuuming carpeted areas throughout the Museum
 - Maintenance of Museum's marble and wood floors
 - Routine washing of windows and window frames
 - Delivery of supplies to various Museum departments;
 - Cleaning and upkeep of workshops
 - Dusting of all light fixtures including chandeliers
 - Dusting and/or vacuuming of wall, ceiling and floor vents as directed
 - Identify and remove any graffiti in a timely manner

- Maintain cleanliness of sub-basement level, by mopping and sweeping floors, and washing walls, pipes, and other fixtures
- Change light bulbs
- Polishing of marble floors, stairs risers, stairwells, banisters and balustrades
- Floor stripping, waxing, and polishing
- Light touch-up painting when assigned
- Furniture and collection moves
- Event set-up and breakdowns
- Snow removal, or other cleaning resulting from bad weather
- Unexpected cleaning such as rain leaks, flooding, and toilet overflows, etc.
- Heavy package receiving and delivering
- Cleaning where assigned using the appropriate cleaning agents
- Follow specified procedure for cleaning exhibit items or audiovisual equipment
- Assist in the maintenance of all spaces, both public and offices, within the Museum property
- Performs other duties as assigned

Minimum Requirements:

- High school degree, equivalency and/or vocational courses in related field, require
- Minimum of two years of similar experience in an office or institution setting
- Experience using heavy duty cleaning apparatus and appropriate cleaning products, including, but not limited to pressure washers, snow blowers, floor burnishers, etc.
- Demonstrated knowledge of cleaning methods, materials and equipment, including proper use of power-driven machines
- Ability to consistently follow correct safety procedures
- Ability to lift a minimum of 50lbs
- Ability to follow oral and written instructions
- Flexibility to respond while on-duty to emergencies, and other situations that may require immediate attention, and while off-duty, to return-to-work as requested when emergencies arise (for example, snow removal, water leaks, etc.)
- Must work with a sense of urgency and work cooperatively with co-workers and the public
- Proven experience performing repetitive tasks without continuous supervision.

Working Conditions and Physical Requirements

The work is primarily in a busy open floorplan setting which includes office settings, outdoors, museum galleries and exhibition spaces with possibility of work in close proximity to others.

While performing the duties of this job, the employee is frequently required to sit, stand, climb, bend, talk and hear. The employee is regularly required to move about the office; use hands and fingers to feel, handle, grasp, or operate machinery and equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is regularly required to lift up to 50lbs unassisted and up 75lbs with assistance. The physical demands described here are the essential functions of this job reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

BENEFITS

The position offers a competitive benefits package including medical, and Union sponsored dental, and vision plans. Retirement plans including 401K and city pension plan. Voluntary benefits include critical illness, accident insurance, legal services, pet insurance, and Employee Assistance Program. There is a generous paid time off and paid holidays schedule in accordance with the Collective Bargaining Agreement. Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

HOW TO APPLY

Please email your resume and cover letter in pdf format, labeled First, Last Name to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Museum Junior Library Custodian** within the subject line of your email. The annual salary range is \$33,598, per the collective bargaining agreement.

In accordance with applicable law, as a term and condition of employment, all candidates must present full vaccination against COVID-19. Reasonable accommodations may be made upon request to Human Resources in accordance with applicable federal, state and local law.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities.