

Cape Cod Pilgrim Memorial Association

Job Title:	Operations Maintenance Associate
Reports to:	Operations Team Leader and Operations Projects Coordinator
Status:	Part-time, hourly, and seasonal depending upon the workload
Compensation:	Base hourly rate (commensurate with experience)
Description:	The primary function of the Operations Maintenance Associate is to support the routine function of housekeeping and cleanliness.

Purpose Statement: The Operations Maintenance Associate for the Cape Cod Pilgrim Memorial Association supports the operation of the organization in helping to provide a positive guest experience in all areas of the Museum with specific tasks of creating a clean and sanitary environment.

Position Requirements:

- Ability to work independently under general supervision;
- Ability to work cooperatively and communicate effectively with staff members;
- Demonstrate a consistent, positive and professional demeanor in dealing with public and staff;
- Ability to work a minimum of 25 hours per week, including a minimum of one weekend day and/or evening;
- Ability to support event set-up and tear-down as required (including early morning, late evenings, and weekends);
- Ability to stand for long periods of time, climb stepladders and stairs, bend down to floor level, and lift and move objects up to 45 lbs.;
- Criminal Background Check required; and
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Accountabilities:

The Operations Maintenance Associate will perform cleaning duties inside the Museum, Executive Offices, Executive Director's office, Employee Break Areas, Bathrooms and Shallop (Cottage), Parking Lot Shed, including but not limited to: daily Trash Removal, Dusting, Sweeping, Mopping and Vacuuming;

1. Clean all the glass and Plexiglas for the displays in galleries as well as foyer/gift shop doors;
2. Clean all bathrooms including clean and sanitize toilets and sinks, vacuum/mop the floors and carpets, emptying trash, and replacing any consumables needed noting inventory and cleaning supply needs on established inventory sheet;
3. Clean and polish chrome fittings, clean sills, moldings, ledges, and frames, doors, kick and push plates;
4. Inspect and where necessary dry mop walls and ceilings to remove dust and cobwebs;

5. Empty and reline all interior trash receptacles, washing and cleaning/polishing receptacles as needed;
6. Vacuum the floors in the employee changing area, facilities/store storage area, and carpets as necessary;
7. Keeping the Coffee service areas clean and stocked, including the Microwave(s);
8. Vacuum /Dust ventilation outlets and ceiling fans on a monthly basis with a scheduled checklist;
9. Promotes a culture of diversity and acceptance and tolerance in keeping with the historic nature of The Pilgrim Monument and Provincetown Museum; and
10. Completes other duties as requested by supervisors or Executive Director or Deputy Executive Director.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand; use hands and talk or hear; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The work environment has a moderate noise level with occasional outside work responsibilities in inclement weather.

Please apply in person at the Pilgrim Monument & Provincetown Museum

or with Cover Letter, Resume and 3 references by June 10, 2019 to:

dbatchelor@pilgrim-monument.org

Or via Mail to:

Diana K. Batchelor, Executive Assistant
The Pilgrim Monument and Provincetown Museum
P.O. Box 1125
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