

**JOB POSTING
FACILITIES ASSOCIATE
(Part-Time)**

Requisition #: BG210526

Wage: \$15.00/hour

General Purpose:

Under the direction of the Director of Buildings & Grounds and the Facilities Manager, the part-time **Facilities Associate** is responsible for all aspects of general cleaning and custodial care of the Delaware Historical Society's Wilmington Campus. The **Facilities Associate** is an integral member of a hard-working team comprised of full-time and part-time staff within the Delaware Historical Society. The **Facilities Associate** shall demonstrate the ability to work effectively with a diverse population of members, guests, and staff and possess the ability to work both independently and as a team member.

Work Schedule:

- Typically, Monday – Friday.
- Must maintain a willingness to work a flexible schedule as necessary to respond to emergency/urgent situations during extended hours, evenings, weekends, and some holidays.

Essential Functions:

- Cleaning and maintaining assigned areas, including such activities as sanitizing and disinfecting all surfaces and assigned areas as restrooms; glass doors, windows, and blinds; light fixtures; display cabinets; stairwells, walkways, and elevators; removal of trash and recyclables; and performing general housekeeping.
- Cleaning and maintaining floors, including sweeping; dry and/or wet mopping; vacuuming; spot and full cleaning of carpets; and use and care for powered floor cleaning equipment.
- Maintaining building exteriors and campus grounds, including cleaning/power washing outside surfaces; sweeping; snow removal; mowing/trimming lawns; maintaining flowerbeds; bushes and trees.
- Arranging and setting up furniture, equipment, and related items; making minor repairs and adjustments to equipment and furniture; operating and maintaining appropriate hand and powered equipment and tools, supplies, and materials to perform assigned duties.
- Performing safety checks, including checking fire extinguishers to ensure they are full and up to date; and other duties as assigned.

Minimum Requirements

- A High School Diploma, G.E.D. or equivalent.
- Experience in custodial duties, a minimum of two (2) years of preferred.
- Ability to read, write, and verbally communicate in the English language at a level appropriate to the duties of the position and communicating effectively with a diverse population of DHS staff, members and guests at all levels.
- Knowledge of safety data sheets (SDS), safety codes and safety regulations to ensure all operations are conducted with the safety of staff and guests as priority.
- Ability to use and care for janitorial supplies and equipment.
- Ability to work independently, prioritize workload and exercise appropriate judgment.
- Basic knowledge of Microsoft Office Suite (i.e. Word, Excel, PowerPoint); ability to learn and utilize new software programs.

To apply: Send resume to HR@dehistory.org

The Delaware Historical Society is a non-profit organization that preserves, promotes, and shares Delaware's history in a welcoming environment to educate, inspire, and empower people and communities. Founded in 1864, the Delaware Historical Society gives life to history at Old Town Hall, the Mitchell Center for African American Heritage, the Delaware History Museum, the Research Library, and Willingtown Square in Wilmington; the Read House & Gardens in New Castle and throughout the state and region with education programs such as Delaware's National History Day contest.

The Delaware Historical Society is an equal opportunity employer and prohibits discrimination and harassment of any kind. The Delaware Historical Society is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.