



Lakeshore Museum Center

POSITION DESCRIPTION & ACCOUNTABILITIES

TITLE: Maintenance Assistant

DEPARTMENT: Operations

REPORTS TO: Building and Grounds Supervisor

SUPERVISES: None

STATUS: Full time/Non-Exempt with benefits

SCHEDULE: Tuesday-Saturday; 40 hours/week

With COVID-19 restrictions, position will be M-F 7:00-3:30 till restrictions are lifted and museum opens back up on weekends.

WAGE: \$12.50 per hour

POSITION SUMMARY: The Maintenance Staff is responsible for the cleaning, care, and upkeep of the Main Museum Center, the Archive building, and the Collection Center. Maintenance Staff will also assist with special projects and routine work at all of the Museum's sites.

ESSENTIAL FUNCTIONS:

1. Custodial Work:
 - Assist with the daily cleaning of the Main Museum Center.
 - Assist with the routine cleaning of the Archive building, the Collection Center, and Heritage Museum.
 - Assist with grounds maintenance at all sites to maintain well-kept sites.
2. General Maintenance Needs
 - Help with special events and event setups.
 - Operate and maintain museum-owned shop equipment such as table saw, drill press, hand tools, scaffold and ladders.
 - Operate and help maintain museum-owned equipment: Van, Lift, plow truck, snow blowers and lawn maintenance equipment.
 - Assist with exhibit builds, department projects, special projects, and other duties as assigned.
3. Safety
 - Respond to alarm calls at the five sites when requested.
 - Complete assigned eSafety training courses and participate in additional training as necessary.
 - Maintain necessary certifications.
 - Maintain PPE.
 - Report any issues to Safety Manager immediately.
4. Administration
 - Provide receipts and purchase orders in a timely manner to supervisor.
 - Provide timesheets to supervisor in a timely manner

To Apply: Please submit resume to Cheryl Graves at

Cheryl@lakeshoremuseum.org or via mail to Cheryl Graves, Lakeshore Museum Center, 430 W. Clay Ave, Muskegon, MI 49440.