TITLE: Maintenance Assistant
DEPARTMENT: Maintenance
REPORTS TO: Building and Grounds Supervisor
STATUS: Full time/Non-Exempt with benefits
SCHEDULE: Tuesday-Saturday; 40 hours/week
WAGE: $16.00/ hour

POSITION SUMMARY:
The Lakeshore Museum Center is a campus of museums consisting of nine buildings that comprise three distinct visitor sites. The sites are the Muskegon Museum of History & Science, the Muskegon Historic Sites, and the Muskegon Heritage Museum of Business and Industry.

The Maintenance Assistant is responsible for the cleaning, care, and upkeep of the History & Science Museum, the Archive building, and the Collection Center. Maintenance Assistant will also assist with special projects and routine work at all of the Museum’s sites.

BASIC REQUIREMENTS:
- High School Diploma
- Able to lift 30-50 pounds
- Valid Driver’s License

ESSENTIAL FUNCTIONS:
1. Custodial Work:
   - Responsible for the daily cleaning of the Main Museum Center.
   - Responsible for 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 all sites when requested.
   - Complete assigned eSafety training courses and participate in additional training as necessary.
   - Maintain necessary certifications.
   - Maintain PPE.
   - Report any issues to supervisor 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