

# Housekeeping Associate



**INCUMBENT:** Vacant  
**REPORTS TO:** Housekeeping Supervisor  
**LOCATION:** Bowling Green, KY  
**STATUS:** Part-time, Non-exempt  
**DATE:** Open Until Filled

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## DESCRIPTION

The Housekeeping Associate provides housekeeping services throughout the Museum facilities and grounds to ensure a clean and healthy environment for Museum guests and staff. The Housekeeping Associate is responsible for completing assigned cleaning tasks according to museum-specific standards.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Clean and sanitize common and high-touch areas throughout the Museum including restrooms, conference areas, touch pads, door handles, counters, etc., while adhering to museum standards.
- Maintain and clean offices, lobbies, breakrooms, and other high-traffic areas.
- Collect / empty trash and recycling receptacles.
- Dust, vacuum, sweep, and mop floors.
- Clean glass and doors.
- Complete all scheduled daily assignments within designated time frames and inform the supervisor at the end of the day of any assignments not completed.
- Properly use all cleaning chemicals and equipment in accordance with the MSDS product standards and Museum procedure
- Replenish cleaning supplies and maintain proper storage of chemicals and consumables.
- Assist the Events and Facility Rental team with hands-on support as needed.
- Responsibilities are not all inclusive, additional duties may be assigned.

## EDUCATION/EXPERIENCE

- High school diploma or equivalent is required.
- One year of supervisory experience is preferred.
- Prior related work experience is preferred.

## QUALIFICATIONS

- Be a well-organized and self-directed individual who is a team player.
- Demonstrate the ability to initiate the completion of daily tasks.
- Ability to multi-task and pay strong attention to detail.
- Intermediate knowledge of equipment operation and maintenance.
- Demonstrated technical and professional skills in job-related areas.
- Ability to follow safety procedures at all times.
- Ability to calculate basic math.
- Ability and availability to work any shift when needed.
- Ability to complete multiple tasks and high volume of work on deadline.
- Valid state driver's license required.

**ESSENTIAL PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended periods of time.
- Ability to function in physical positions such as standing, stooping, bending, turning, twisting walking, kneeling, squatting, and climbing ladders.
- Ability to lift and carry up to 50 lbs. on a regular basis.
- Ability to work indoors and outdoors in various weather conditions and temperatures.
- Must have sufficient mobility to move around the museum.