



HOUSEKEEPER – P/T

The Witte Museum is where Nature, Science and Culture meet and reveals Texas Deep Time, the layers of what is now called Texas, from millions of years ago to the present. The Vision of the Witte is to be the preeminent center for relevant content and engaging experiences in environmental science, STEAM, and cultural stories to shape the future of Texas by empowering all people to create an extraordinary life. The Witte Museum, founded in 1926, opened a transformed museum campus in March of 2017 to critical acclaim, locally to internationally. The \$100 million expansion ushered in a new generation of students and families from Texas and beyond who are empowered to discover nature, science and culture through immersive, interactive experiences in new galleries, labs and riverside habitats. The Witte has earned its reputation as "the People's Museum" because of a commitment to making lifelong learning accessible to all.

POSITION SUMMARY

The Housekeeper is responsible for presenting a beautiful and inviting environment for the visitors, staff, and guests of the Witte Museum. This position provides routine work which includes, but is not limited to cleaning and maintenance. The Housekeeper reports to the Operations Manager.

RESPONSIBILITIES

- Removes and cleans waste receptacles daily
- Vacuums and/or sweeps all rugs and carpeted areas including offices, lobbies, corridors, interior entrances, and stairs
- Mops all tiled areas including restrooms, offices, lobbies and outdoor entrances
- Cleans and restocks all restrooms
- Dusts and polishes office furniture, fixtures, paneling, windowsills, doors and doorframes, picture frames, display cases, wall hangings, and lighting fixtures
- Damp dusts ceiling air conditioning diffusers, wall grilles, registers, and telephones
- Mops, waxes, buffs, and shampoos floors and tiled areas as needed
- Assists with set-up and tear-down for special events
- Other duties as assigned

EDUCATION

- Required: High School Diploma or equivalent

EXPERIENCE AND SKILLS

- Able to safely handle and use cleaning chemicals
- Able to work independently and as a team member
- Able to complete job responsibilities with minimal supervision
- Self-motivated and detail-oriented
- Preferred: prior janitorial, custodial or general cleaning experience
- Preferred: bilingual in English and Spanish

PHYSICAL REQUIREMENTS

- Must be in good physical condition, able to move moderately heavy objects (30lbs.), bend, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including evenings, weekends, and holidays

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org