



HOUSEKEEPER – F/T

The Witte Museum is where Nature, Science and Culture meet, through the lens of Texas Deep Time and the themes of Land, Sky, and Water. The Witte is the only museum that focuses on Millions, Thousands and Hundreds of years in what we now call Texas. The Witte inspires people to shape the Future of Texas through transformative and relevant experiences in engaging exhibitions and programs. Founded in 1926, the Witte is located along the San Antonio River and has recently renovated and expanded the entire museum campus.

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 Manager of Operations.

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