

## **Glazer Children's Museum**

### **JOB DESCRIPTION**

#### **Environmentalist**

##### **Position Summary:**

Responsible for the cleanliness of all aspects of the facility and exhibits at the Museum. Duties are all tasks of a custodial or operational nature and to provide a safe, high quality and presentable guest experience. Working in a team of environmental staff, the Environmentalist will report to the Environmental Manager or the Director of Guest Experience in his/her absence. Early mornings / weekends / evenings / holidays will be required. Must have a flexible schedule, similar janitorial experience, and be able to work independently.

##### **Essential Functions:**

- Knowledgeable and informed of all day-to-day aspects of the Museum's operations and how they relate to custodial needs
- Familiar with chemical, safety, bio cleaning and OSHA guidelines. Become trained in cleaning spills of bodily fluids in accordance with company policy.
- Takes a proactive approach to cleaning and works well with a team.
- Become familiar with Safety Data Sheets and guidelines. Keep a current log of SDS Sheets for all chemicals used throughout the museum.
- Build relationships with co-workers, contractors, vendors and partners.
- Perform quality work according to cleaning schedules, daily requests or as directed by supervisor.
- Conduct daily outside inspections of the exterior areas of the museum. Report problem areas to the Environmental Manager.
- Monitors all staff and public areas, restroom, trash cans, classrooms, and permanent and temporary exhibits for cleanliness.
- Janitorial servicing in restrooms as well as spills and emergency clean-ups.
- Ensures adequate supplies, materials and equipment are maintained to complete repairs in a timely manner.
- Perform preventive maintenance on assigned equipment or areas as directed.
- Proactively maintain the building to be visually and aesthetically pleasing on regular and consistent basis.
- Assures that the building is safe and is in a condition that will not cause harm or injury to our guests and staff.
- Visualizes and implements solutions to correct operational problems by selecting the most practical and useful approach.

- Works with all tools and equipment in a safe manner.
- Complete work in a timely fashion, keeping visible and active in performing duties.

**Non-Essential Functions:**

- Other duties as required.

**Mental Skills and Abilities:**

1. *Math* – High School level ability; to to use practical application of fractions, percentages, and other basic math skills.
2. *Reading* - Ability to read and understand technical journals, manuals, reference books.
3. *Writing* - Ability to write business reports using proper format and conforming to rules of punctuation, grammar, diction and style.
4. *Speaking* - Ability to be conversant in the principles and methods of effective and persuasive speaking and discussion; and to participate in panel discussions using clear and distinct speaking voice with appropriate pauses and emphasis, correct pronunciation, and variation in word order.
5. *Reasoning Ability* - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions; to plan work and develop procedures; to learn and/or evaluate information in order to make judgments and decisions.
6. *Use of Technology* – Able to use electronic means of communication successfully (clocking in / out for work, checking email, using company approved communication platforms or apps)

**Education/Training:**

High School education or equivalent. Must have 3+ years' experience in similar position. Additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of this job class.

**Experience/Skills:**

1. Enthusiasm for children, families and the experiential learning philosophy practiced at the Glazer Children's Museum.
2. Thorough knowledge of the janitorial products and tools applicable to the area of specialization.
3. Thorough knowledge and skill in reading and interpreting instructions.
4. Ability to work in, on, around, over and under fixed equipment and machinery; to manipulate heavy equipment, tools, and supplies and/or exert force up to 50lbs.
5. Ability to wear and work in personal protective equipment.
6. Ability to communicate effectively verbally and in writing; to prepare reports and detailed procedures; to use personal computers and be proficient in the use of Microsoft products i.e. Google, MS Word and MS Excel.
7. Ability to meet deadlines and work under pressure.

8. Ability to think creatively.
9. Excellent interpersonal skills.

### **Work Situations:**

- *Communication* - The ability to relate to people in situations involving more than giving and receiving instructions.
- *Direction, Control and Planning* - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make final decisions.
- *Feelings or Ideas* - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- *Influencing* - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate.
- *Measurable or Verifiable Criteria* - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- *Repetitive, Continuous* - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature.
- *Sensory or Judgmental Criteria* - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.
- *Set Limits, Tolerances, or Standards* - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job.
- *Variety and Change* – Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor.

### **Physical Demands:**

- *Heavy Work* - Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

- *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- *Carrying* - Supporting the weight of an object with hands and arms and moving from one place to another.
- *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms.
- *Crouching* - Bending the body downward and forward by bending legs and spine.
- *Fingering* - Picking, pinching, or otherwise working with fingers.
- *Eye-Hand-Foot Coordination* - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- *Hearing* - Perceiving the nature, intent or meaning of sounds.
- *Kneeling* - Bending legs at the knee to come to a rest on knee or knees.
- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- *Pulling* - Exerting a force so as to move an object toward the individual.
- *Pushing* - Using upper extremities to press against something with steady force in order to move forward, downward, or outward.
- *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- *Sitting* - To rest the body upright supported by the buttocks and thighs.
- *Standing* - To be upright supported by the buttocks and thighs.
- *Talking* - Expressing or exchanging ideas by means of the spoken word.
- *Walking* - Moving about on foot to accomplish tasks.
- *Seeing* - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
  - (a) Clarity of vision at 20 inches or less.
  - (b) Clarity of vision at 20 feet or more.
  - (c) The ability to judge distance and space relationships.
  - (d) The ability to identify and distinguish colors.

#### **Other Requirements:**

- Must speak English, bilingual preferred.
- *Travel* - may require occasional travel.
- Valid State Driver's License.
- Must have schedule flexibility to change based on business need.

#### **Supervision/Contacts:**

- Working in a team of environmental staff, the Environmentalist will report to the Environmental Manager or the Director of Guest Experience in his/her absence.
- Regular contacts and supervision with staff, guests, contractors and their employees.

**Environment:**

- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside or outside.

**Tools and Equipment Used:**

- Employee uniforms
- Regular use of cleaning tools, vacuum, carpet steamer/cleaner, chemicals, heavy duty shop tools and hand tools.
- Lighting, AV, HVAC, generator, PA, security, access systems
- Personal computer, Fax machine, Telephone, Computer Printers, Calculator, Copier, Postage machines, museum alarm system, pens, pencils, reference books, and automobile.

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*I certify that I have reviewed and understand all of the requirements of performing this job and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.*

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Employee Signature

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Date