

DETROIT HISTORICAL SOCIETY



Job Title: Building Operations Associate

Department: Mission and Operations

Reports to: Building Engineer

Detroit Historical Society

The Detroit Historical Society's (DHS) mission is to tell Detroit's stories and why they matter. Founded in 1921, and celebrating its Centennial year, the Society has been bringing together diverse voices and communities to share the narratives of Detroit and its region, helping visitors find their place in the present to inspire a more verdant future. Located in Detroit's Cultural Center district, the Society develops, implements, and administers exhibitions and programming for the Detroit Historical Museum (Midtown) and Dossin Great Lakes Museum (Belle Isle). The collections team cares for more than 250,000 artifacts in its collection, relying upon a staff of over 50 individuals to bring Detroit's stories to life.

Position Description

The Day Porter position helps maintain the neat, clean, polished appearance of the Detroit Historical Museum, Dossin Great Lakes Museum, and occasionally, the Collections Resource Center located at Historic Fort Wayne.

This position reports to the Building Engineer and assists with the indoor and outdoor care of each location and building maintenance as needed.

An ideal candidate for this position is also a customer service representative who cheerfully greets and assists guests and coworkers while maintaining a polite and professional attitude.

This position may require assisting the Facility Rental Team with equipment setup and teardown for internal and external events.

The Day Porter position is a 35 hour a week non-exempt full time benefited position required to be on-site during museum hours: Thursday – Sunday 9pm – 5pm.

Major Responsibilities

- Works with supervisor to maintain a clean and safe work environment.
- Clean, dust and sanitize surfaces that include but are not limited to:
 - Doorknobs/handles
 - Stair well handrails
 - Counters (bathroom, front desk and third floor)
 - Benches
- Checks and maintains all restroom hardware/refills for proper operation.
- Maintain the inventory of cleaning and bathroom supplies.
- Clean up all spills, vacuum and mop as needed.
- Maintain waste management within each location including the recycling.
- Help maintain a Best in Class look and experience for all Museum visitors.

Other Responsibilities

- Mow the grass at the Detroit Historical Museum and help maintain the grounds at the Dossin Great Lakes Museum.
- Shovel and salt pedestrian walkways during cold weather months.
- Assists the Facility Rental Team with setup and tear down for events at both museums
- Other projects as assigned.

Qualifications

Experience

- An ideal candidate for this position has worked with building maintenance crews or janitorial crews previously.
- Has a valid driver's license and clean driving record.
- Has a High School Diploma or GED equivalent.
- Has a strong work ethic and can-do attitude

Skills

- This is a physical job that requires lifting and work on ladders to replace light bulbs, paint, etc.
- Can communicate effectively with staff and visitors as needed.

- Works well with team members and can remain flexible in a fluid environment.
- Organized and a self-starter but can also follow direction.

Work Environment

- Museum environment involves both indoor and outdoor working conditions.
- Ability to travel between DHS locations, and other travel as required by position responsibilities.
- Ability to lift 25 lbs.
- There are standard hours required of the position, but flexibility is preferred as it relates to possible extended museum hours for events and exhibitions.

Candidates must be willing to undergo a criminal background check.

Please send resume and cover letter to the Human Resources Department at humanresource@detroithistorical.org no later than August 31, 2021

EEO Statement

The Detroit Historical Society seeks to reach a broad and diverse candidate pool when filling vacant positions. We encourage applications from people of diverse backgrounds because we believe that our organization and its work benefit from the perspectives and talents that a diverse staff brings. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics.