Position: Housekeeper, Building Department
Employment Status: Full Time, Hourly, $12 per hour, Non-Exempt

Job Summary:

As one of the most heavily visited museums in the country, the museum's housekeeping staff play a critical role in presenting the museum to guests and providing visitors with a hospitable environment.

Housekeepers perform a variety of tasks to maintain the cleanliness of the museum's large public spaces and staff work areas. This includes routine cleaning of floors, restrooms, exhibit cases and handrails. Special attention is given to high-traffic areas where handprints and nose prints are left by curious visitors.

Housekeepers continually inspect the facilities for cleanliness standards and safety. Our housekeeping staff members are valued for keeping the museum's facilities safe and clean.

Essential Duties and Responsibilities:

- Maintain public spaces including entries, walkways, exhibit galleries, elevators, stairwells and retail spaces
- Maintain staff work areas, offices and other spaces not open to the public
- Clean floors, including vacuuming, sweeping, waxing and buffing
- Clean restroom facilities
- Sanitize handrails, doorknobs and other fixtures routinely touched by visitors
- Collect trash and recycling from bins and place in dumpster
- Dust and polish exhibit cases
- Respond to urgent cleaning needs
- Restock consumable supplies in restrooms and supply closets
- Inspect public spaces to ensure they meet cleanliness standards
- Participate in occasional projects for other departments
- Other duties as assigned
- Comply with the museum's health and safety protocols

Skills and Experience:

- Visually observant with strong attention to detail
- Effective written and verbal communication skills
- Capable of performing repetitive activities and adjusting to interruptions and change
- Comfortable working as part of a team, as well as independently
- Understand and implement oral and written instructions and communicate effectively
- High level of integrity
- Able to adjust to changing workflow from a slow to a fast-paced working environment

Qualifications:

- At least 18 years of age
- High School Diploma, GED Certificate, or 5+ years of relevant experience

Working Conditions and Physical Demands:

- Able to stand for long periods of time, walk long distances, climb stairs and ladders, and lift up to 30-40 pounds
- Able to expend physical energy for long periods
- Use two-way radio to communicate with other museum staff members

- Perform physical work involving standing, stooping and lifting
- Comfortable using cleaning supplies and equipment
- Must be comfortable to work in dim/low light environments
- Access to reliable transportation for scheduled shifts
- Arrive to work on time
- Proven record of reliable punctuality and attendance
- Available to work five-day schedule with varied shifts. The housekeeping staff has two main shifts: 7 a.m.-4 p.m. and 1 p.m-9 p.m. (10 p.m. on Tuesdays)
- Available to work overtime hours as required
- Available to work weekend, after-hour, overnight and holiday shifts as needed

Perks of Working at HMNS Include:

- Medical, dental, vision, and life/disability insurance offered to full-time employees following 60-day waiting period
- 401K plan enrollment available to eligible employees who complete one year of service
- Free individual-level HMNS membership
- Free admission to museum exhibit halls, Butterfly Center, Planetarium, Giant Screen Theater and satellite facilities
- Discounted programming including museum summer camp
- Free staff parking

Application Instructions:
Complete the online application form at www.hmns.org/jobform.

Alternatively, print PDF (www.hmns.org/Bjobformprint) and submit with optional resume:

- email to jobs@hmns.org,
- mail to HMNS, c/o HR, 5555 Hermann Park Drive, Houston, Texas 77030, or
- drop off in person at the Museum Service desk at the museum

Instrucciones para Solicitar Empleo:
Complete el formulario de solicitud en línea en www.hmns.org/jobform. Para español, cambie la selección de idioma en la parte superior derecha.

Alternativamente, opciones para enviar formulario (www.hmns.org/BjobformESPprint) de solicitud completo y currículum vitae opcional:

- envíe un correo electrónico a jobs@hmns.org,
- enviar por correo a HMNS, c/o HR, 5555 Hermann Park Drive, Houston, Texas 77030, o
- entregar en persona en el mostrador de Servicio del Museo en el museo

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.

Houston Museum of Natural Science, 5555 Hermann Park Drive, Houston, Texas 77030

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