



**Job Title:** Housekeeping Associate (part-time)

**Department:** Life Support Systems and Operations

**Starting hourly wage:** \$10.35 (average 28 hours per week)

**Shift:** working hours 8:30am - 5:00pm

**Reports to:** Director of Life Support Systems and Operations

### **General Summary of Qualities**

The Housekeeping Associate is responsible for the cleanliness and general upkeep of the Greater Cleveland Aquarium, in gallery and guest areas, office spaces and specific back of house rooms. The Housekeeping Associate needs to be comfortable with informal educational interactions with Aquarium guests and represent the Aquarium professionally.

### **The Position**

As a Housekeeping Associate (part-time) you will:

- Keep all areas of the Aquarium including public areas, offices, breakrooms, and back of house spaces clean at the highest standards
- Regular attendance and arriving on-time to all scheduled shifts is considered an essential function of the job
- Clean floors by sweeping, mopping, scrubbing, and vacuuming
- Clean the acrylic and windows, with special attention to the method and products
- Service, clean and stock restrooms
- Assist with sanitation and disinfecting protocols
- Gather and remove trash and recycling
- Complete laundry for mops and towels appropriately
- Dust furniture, walls, decor, and equipment
- Keep inventory of needed supplies and report in a timely manner for reorder
- Immediately respond to spills and other incidents that require cleaning, following all bio-hazard protocols
- Perform deep cleaning on routine basis of carpet, dusting, buffing floors and windows, etc as directed
- Troubleshoot common issues with toilets, sinks, and faucets. Notify Director for repairs needed.
- Be available via the radio for communication of cleaning requests
- Be comfortable with informal educational interactions with Aquarium guests

**Position Preferences:**

- Must be able to work as a team and independently.
- Must have eye for cleanliness and details.
- Must be able to follow proper procedures for the use of cleaners and equipment.
- Must be able to work flexible hours, weekends, holidays and sometimes evenings
- Follow all OSHA policies and keep updated MDSD book.
- Must be willing to become certified in First-Aid, CPR and in AED usage
- Previous housekeeping or maintenance experience preferred.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently stand, walk, and use hands to finger and handle.
- Frequently bend, stoop, crouch, and reach.
- Occasionally lift and carry supplies up to 65 pounds.
- Frequently climb ladders and stairs.

**To Apply**

The Aquarium is an EOE. To be considered for this position, please submit your resume to Brenton Maille, Director of Life Support Systems and Operations, [bmaille@greaterclevelandaquarium.com](mailto:bmaille@greaterclevelandaquarium.com)