



**Job Title: Facility Assistant**

**Reports to:** Facilities/Exhibits Manager, Downtown location

**Details:** Part time position, 20 hours per week  
Wednesday through Sunday 1:30 to 5:30.

**Hiring Range:** \$9.00 per hour, no benefits

**Background:** Kaleideum was formed in July 2016 as result of the merger of SciWorks and The Children's Museum of Winston-Salem. Currently, the museum operates two locations with a combined 95,000 square feet, 200,000 annual visitors and more than 2,200 members. The mission of the Museum is: *Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery.* As a merged entity, we spark the imagination and ignite the intellectual curiosity of our visitors by developing exhibits and programming that fuse STEM (science, technology, engineering, and math), literacy, and the arts into an integrated approach to learning. In all our endeavors, we seek to be strong partners with our families, schools, and community members as we prepare future generations for lifelong learning and success.

**Position Summary:**

Responsible for ensuring the highest level of cleanliness and guest satisfaction are maintained throughout the Museum while promoting the mission and vision of the Museum.

**Primary Duties and Responsibilities:**

1. Responsible for the overall condition of the Museum regarding cleanliness on a daily basis. Dusting facility and cleaning of windows/doors/tables/floors/bathrooms and exhibit items.
2. Help set-up facility for rentals and special events and clean-up afterwards. (Includes setting up of tables/chairs, vacuum and remove trash)
3. Must be able to adjust schedule according to rentals. May have to work occasional evenings/weekends/holidays.
4. Interact with Museum guests in a professional and courteous manner.
5. Other duties as assigned by the Facilities/Exhibits Manager.

**Knowledge, Skills, Ability:**

- Team player with the ability to work in a dynamic, ever-changing environment.
- Reliable, honest and well organized
- Attention to detail and have the ability to work independently
- Ability to tolerate distractions and a noisy work environment
- Must be available to work a flexible schedule
- Must be physically able to walk short distances and climb stairs without discomfort.
- Must be able to bend, lift 25 lbs. and stand for long periods of time.

**Preferred Education/Experience:**

- Proven experience in a housekeeping role or janitorial position.
- High School diploma or equivalent preferred.
- A minimum of 3 years in a related position.

**All applicants must submit to a drug test and criminal background check as part of the pre-employment process for the Kaleideum Museum. To apply, please send your resume and cover letter to Jimmy Bates at [jbates@kaleideum.org](mailto:jbates@kaleideum.org).**