



Wisconsin Maritime Museum

Location: 75 Maritime Drive, Manitowoc, WI 54220

Job Title: Facilities & Maintenance Assistant

Reports to: Facilities & Maintenance Manager

Job Type: Part-time (20-24 hours per week, weekends **required**)

Compensation: \$13/hr

Application Deadline: September 27, 2024

Position Description and Expectations:

- **Janitorial Duties:**
 - Perform daily cleaning tasks including sweeping, mopping, vacuuming, and dusting floors and surfaces.
 - Clean and sanitize restrooms, break rooms, and other common areas.
 - Empty trash and recycling bins, and ensure proper disposal of waste.
 - Maintain cleanliness and organization of janitorial closets and equipment.
 - Replenish supplies such as paper towels, toilet paper, and soap.
- **Maintenance Tasks:**
 - Conduct minor repairs and maintenance on facilities.
 - Replace light bulbs, filters, and other routine maintenance items.
 - Report major maintenance issues to the Facilities Manager for further action.
- **Safety and Compliance:**
 - Follow safety protocols and use appropriate personal protective equipment (PPE) while performing tasks.
 - Ensure that all cleaning and maintenance activities comply with health and safety regulations.
 - Notify management of any safety hazards or maintenance concerns.
- **Facility Upkeep:**
 - Assist with setup and teardown for events, meetings, and other facility functions.
 - Monitor building conditions and report any issues that require attention.

Qualifications:

- **Education:** High school diploma or equivalent.
- **Experience:** Previous experience in janitorial services or basic maintenance preferred, but not required.
- **Physical Requirements:**
 - Ability to lift and carry up to 50 pounds.
 - Capable of performing physical tasks such as bending, lifting, and standing for extended periods.
 - Comfortable working in various environmental conditions, including confined spaces and outdoors.

Desired start date of October 7, 2024.

This job description is intended to convey information essential to understanding the scope of the Facilities & Maintenance Assistant position and it is not intended to be an exhaustive list of qualifications, duties, or responsibilities associated with the job.

ABOUT THE MUSEUM

The Wisconsin Maritime Museum was founded more than 50 years ago as a small submariners' memorial that would recognize Wisconsin's contributions to WWII efforts. Since then, we've grown to be one of the largest maritime museums in the Great Lakes region, with exhibits on shipwrecks, maritime industry, ship models, art and more. The institution is accredited by the American Alliance of Museums.

Our mission is to connect all people with Wisconsin's waterways, by engaging and educating the public about the Great Lakes, Wisconsin's maritime history, Wisconsin's World War II submarines and USS Cobia.

ABOUT MANITOWOC

Located along the western shore of Lake Michigan, Manitowoc is a vibrant community of nearly 40,000 residents with a thriving downtown filled with unique restaurants and business. The city is 90 minutes north of Milwaukee and 40 minutes south of Green Bay. Shipbuilding has played a role in Manitowoc's past from the schooners of the 19th century, to the world-class, luxury yachts built by Burger Boat Company of today. Stroll the riverwalk to the lake and watch freighters move tons of materials in and out of our hard working port.

COMMITMENT TO DIVERSITY, EQUITY, ACCESSIBILITY & INCLUSION

The Wisconsin Maritime Museum is an equal opportunity employer and does not discriminate based on race, gender identity, age, class, sexuality, religion, ability or national origin. WMM is committed to advancing equity and diversity both in the organization and in the museum field. We welcome applications from BIPOC (Black, Indigenous, People of Color) candidates, people with disabilities, LGBTQ+ individuals and others with experience in meaningful diversity, equity, inclusion and accessibility engagement.

Don't meet every single requirement? At the Wisconsin Maritime Museum, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. Let us know in your cover letter how your experience makes you a good fit for us. You may be just the right candidate for this or other roles!

Inquiries and Applications:

Please email questions to asaldivar@wisconsinmaritime.org

Applicants can send resumes to asaldivar@wisconsinmaritime.org by September 27, 2024.