

MULVA CULTURAL CENTER

Housekeeping Specialist

Reports to: Building Engineer

Classification: Non-Exempt. Full or part time.

Pay Range: \$16.00 - \$22.00 per hour

Location: De Pere, WI

About the Mulva Cultural Center

The Mulva Cultural Center is a place where all guests are invited to experience a culturally creative and diverse environment for education, enlightenment, contemplation, and enjoyment. The Mulva Cultural Center seeks to offer traveling exhibits, arts, and culture within an architecturally significant facility in historic downtown De Pere, Wisconsin.

Position Summary

The **Housekeeping Specialist** is responsible for ensuring the facility and grounds are clean, neat, presentable, and inviting at all times.

Essential Job Functions:

- Spot mop floors and place caution signs
- Vacuum carpets, sweep, deep clean, and polish floors using floor cleaning equipment
- Clean mirrors, windows, and glass surfaces
- Polish chrome and stainless steel
- Empty trash and recycle bins
- Dust fixtures, countertops, furniture, window sills, and other surfaces
- Wash and sanitize toilets, sinks and showers
- Monitor and restock supplies in restrooms and janitor closets
- Alert appropriate person to reorder supplies
- Gather and empty trash and recyclables from inside and outside the facility and dispose of in approved receptacle
- Remove debris from terrace, courtyard, walkways, driveways, and parking areas
- Notify management concerning the need for repairs to building and equipment
- Disinfect desks, door handles, railings, doors, push bars, tables, chairs, and elevators
- Assist with meeting and event set-up and take-down as needed, with focus on keeping the areas neat and clean
- Notify supervisor of unsafe conditions
- Complete minor repairs
- Perform urgent tasks as they arise from service tickets

Qualifications and Experience:

- High school diploma or GED
- Minimum of 1 year janitorial or maintenance experience
- Experience using cleaning tools and equipment including brooms, mops, floor scrubbers, and backpack air blowers

Knowledge, Skills, and Abilities:

- Familiar with standard cleaning tools
- Ability to work outdoors
- Proven ability to work independently and with a team
- Strong time management, communication, and multitasking skills

Personal Qualities:

- Enjoys performing routine tasks
- Committed to making safety a priority
- Highly motivated and dependable with a strong work ethic
- Demonstrates friendliness, professionalism, enthusiasm, and superior customer service
- Sharp attention to detail

Physical and Environmental:

- Ability to lift/move/maneuver up to 50 lbs.
- Frequent standing, kneeling, bending, stooping, lifting, and reaching during the entire length of the shift
- Exposed to outdoors and variable temperatures, including extreme hot and cold
- Exposed to fumes from delivery trucks and other equipment

Equity, Diversity, and Inclusion Policy

The Mulva Cultural Center fosters equity, celebrates diversity, and supports inclusion. We acknowledge that diverse backgrounds and voices of visitors, volunteers, trustees, staff, and residents represented in our communities make us strong and better equipped to make positive impacts locally, nationally, and internationally.

EOE

The Mulva Cultural Center is committed to building a culturally diverse staff and is an Equal Opportunity Employer. The MCC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristics protected by federal, state, or local laws.

To Apply

Please send your resume to HR@MulvaCenter.org

Learn more about the Center by visiting www.MulvaCenter.org

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