



HOUSEKEEPING SPECIALIST

Reports to: Building Engineer

Classification: Non-Exempt. Full-time or part-time.

Flexibility to work days, weekends, evenings, and special events.

Pay Range: \$16.00 - \$20.00 per hour

Location: De Pere, WI (not eligible for remote work)

ABOUT THE MULVA CULTURAL CENTER

The Mulva Cultural Center is a vibrant hub of cultural exploration and enrichment, dedicated to providing enriching experiences for all visitors. Situated at the intersection of art, education, and community engagement, we strive to create an inclusive environment where every individual feels valued and inspired.

ABOUT THE HOUSEKEEPING SPECIALIST POSITION

The Housekeeping Specialist plays a pivotal role in maintaining the pristine condition of our facility and grounds, ensuring they remain clean, orderly, and welcoming at all times.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO

- Perform spot mopping of floors and deploy caution signs as needed.
- Utilize floor cleaning equipment to vacuum carpets, sweep, deep clean, and polish floors.
- Clean and maintain mirrors, windows, and glass surfaces.
- Polish chrome and stainless steel fixtures.
- Regularly empty trash and recycle bins.
- Dust fixtures, countertops, furniture, windowsills, and other surfaces.
- Sanitize and maintain toilets, sinks, and showers.
- Monitor and replenish restroom and janitorial supplies, coordinating reorders as necessary.
- Manage trash and recyclable removal from both indoor and outdoor areas.
- Remove debris from terrace, courtyard, walkways, driveways, and parking areas.
- Alert management to any building or equipment needs.
- Disinfect high-touch surfaces such as desks, door handles, railings, tables, chairs, and elevator controls.
- Assist with meeting and event setups and takedowns, ensuring cleanliness and organization.
- Report any safety concerns promptly.
- Perform minor repairs and address urgent tasks as directed.
- Ensure housekeeping shop towels are laundered and neatly stored.
- Provide support with various tasks and projects as needed.

REQUIREMENTS

The ideal candidate will possess the following qualifications:

- High school diploma or equivalent.
- Minimum of 1 year of janitorial or maintenance experience.
- Proficiency in operating cleaning tools and equipment, including brooms, mops, floor scrubbers, and backpack air blowers.
- Demonstrated ability to work effectively both independently and as part of a team.
- Strong time management, communication, and multitasking skills.
- Enjoys executing routine tasks with diligence.
- Prioritizes safety in all activities.
- Highly motivated, dependable, and possesses a strong work ethic.
- Exhibits friendliness, professionalism, enthusiasm, and exceptional customer service.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

- Capable of lifting/moving/maneuvering objects weighing up to 50 lbs.
- Willingness to engage in frequent physical tasks, including standing, kneeling, bending, stooping, lifting, and reaching throughout shifts.
- Exposure to outdoor elements and variable temperatures, including extreme conditions.
- Potential exposure to fumes from delivery trucks and other equipment.
- The capacity to navigate and pull heavy carts throughout various departments within the facility.

BENEFITS

- Pay range: \$16.00 - \$20.00 per hour, commensurate with experience and qualifications.
- Comprehensive health, dental, and vision insurance for full-time employees.
- Retirement savings plan with employer contributions to support long-term financial goals.
- Paid time off to recharge and pursue personal interests outside of work.
- Generous discounts at our on-site restaurant and gift shop, as well as a complementary Mulva Cultural Center membership.
- The opportunity to make a meaningful impact within a dynamic and growing cultural institution.

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 Mulva Cultural Center 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

Join us at Mulva Cultural Center and be part of a passionate team dedicated to inspiring curiosity, fostering creativity, and enriching lives through the power of art, culture, and community. Apply now to embark on an exciting journey with us!

Please send your resume and cover letter to jbrozak@MulvaCenter.org

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

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