



Assistant Custodian Supervisor Operations & Capital Planning Division

The Baltimore Museum of Art (BMA) is seeking a highly-motivated, experienced Assistant Custodian Supervisor to provide day to day supervision for a team of Custodians. The ideal candidate will insure a safe, pleasant, and welcoming experience for all visitors and staff and will have experience in a commercial/institutional setting.

This person will oversee the daily activities, events and operation of the Custodial Department and reports to the Director of Facilities.

Responsibilities

- Frequently evaluate the performance of all custodial personnel assigned cleaning and event tasks.
- Assign custodial work to personnel in a written format to show work details and supplies and equipment need to complete assignments.
- Create and maintain custodial procedures and record keeping for the department.
- Train custodial workers in the current custodial methods and procedures; proper operation of equipment and chemical use.
- Inspect work performance and provide feedback to ensure compliance with specifications and procedures for this department.
- Recommend personnel actions, such as hires and discharges, to ensure proper staffing.
- Ensure that custodial supplies and equipment are best suited to the museum-environment and in order to produce quality work and money saving operations.
- Communicate effectively with colleagues across the museum.

Qualifications

- 5-7 years Custodial experience; 3-5 year Supervisory experience.
- Strong leadership, interpersonal, planning and organizational skills: excellent written and oral communication skills; training, presentation, negotiation, problem solving, and conflict resolution.
- Skilled in the use of Microsoft Office suite.
- Floor care and maintenance experience; extensive knowledge of various chemicals used in the cleaning and building maintenance trade.
- Ability to work effectively with a wide variety of visitors, vendors and staff.

Apply

Please send cover letter, resume and salary requirements via e-mail to HR@artbma.org with “Assistant Custodian Supervisor ” **Your Name** in the subject line.

Incomplete application materials will not be accepted.

No phone calls, please.