



**THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA**  
**JOB DESCRIPTION**

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**POSITION TITLE:** MAINTENANCE ASSOCIATE  
**DEPARTMENT:** MAINTENANCE & SECURITY  
**REPORTS TO:** MAINTENANCE/SECURITY MANAGER

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**POSITION SUMMARY:**

The Maintenance Associate works as part of the Security & Maintenance department to ensure that the Museum is a consistently clean, well maintained and a welcoming environment for visitors. Duties are wide ranging and include all aspects of custodial care and the opening and closing of the building. The incumbent reports to the Security/Maintenance Manager. Knowledge of standard cleaning procedures and equipment is required. Specific duties include:

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Participating as assigned, in the custodial care of the Museum building to include dusting, polishing, vacuuming, carpet cleaning, mopping and buffing floors, glass cleaning, rest room and kitchen duties, etc., as per the maintenance schedule
- Maintaining the exterior of the building as required including trash collection, raking, snow removal, salting and other duties
- Opens and closes the Museum
- Assist Security/Maintenance Manager in performing inventory count monthly
- Assisting staff and volunteers in moving equipment and supplies
- Assisting in the set up and break down for programs, meetings, and special events
- Supporting security duties to ensure the protection of Museum visitors and staff
- Performing other duties as may be required to support the effective operation of the Museum's building and security

**QUALIFICATIONS, SKILLS AND ABILITIES REQUIRED:**

- Possession of a high school diploma or general equivalency diploma (G.E.D.)
- Knowledge of standard cleaning procedures and equipment
- Ability to work independently and within deadlines and to interact with the public and staff in a positive, enthusiastic, and courteous manner
- Presenting and reinforcing a professional appearance and maintain the Museum's appearance and dress code standard at all times
- Thrives in an environment where situations change and adapting to change is second nature
- Must be available to work nights, holidays, and weekends and to work varying shifts

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

Must possess strength, stamina and mobility to perform heavy physical work in and out of doors in all weather conditions and with exposure to potentially hazardous conditions, use varied hand and power tools; lift and move materials and equipment weighing up to 90 pounds and heavier weights



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with the use of proper equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must work overtime as required.

**EMPLOYEE ACKNOWLEDGEMENT:**

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate changing institutional needs and individuals with a disability.

Expected hours: 37.5 per week

Please send your resume, references and cover letter to [hr@aampmuseum.org](mailto:hr@aampmuseum.org)