



## Facilities Specialist - Janitorial

**Summary:** The Facilities Specialist is responsible for the cleaning and sanitation needs of the Golisano Children's Museum of Naples. This is a part-time hourly position.

**Reports to:** Facilities Manager

### Major Duties

#### Daily Responsibilities

- Adhere to the daily, weekly and monthly cleaning schedule
- Practice green cleaning practices and using the proper techniques and products
- Assists staff members as needed and directed by supervisor
- Address janitorial concerns before the facility is open for business day
- Hourly spot check and routine cleaning of the restrooms
- Mop and disinfect all surfaces as needed or scheduled
- Perform laundry services onsite as needed
- Removal of all trash and recyclable material from the designated trash refuse areas
- Assist with building closing procedures

### Qualifications

- Two to Three years experience in janitorial services within a commercial facility
- Must be outgoing, self-motivated and enjoy working
- Excellent organizational skills
- Excellent oral and written communication skills
- Ability to work well with others and maintain professional manner using tact, initiative, good judgment and confidentiality
- Ability to work with people of all ages
- Ability to juggle several projects at the same time
- Ability to work independently with little supervision
- Must have reliable transportation
- Must be able to work flexible hours, including evenings, holidays and/or weekends
- Must pass a background check and be fingerprinted
- Bilingual candidates preferred
- Must be able to lift 50 lbs.

#### Working Conditions:

- a. Interactive Museum environment
- b. Moderate amount of local travel
- c. Regular interaction with public
- d. Limited exposure to environmental hazards that may arise through normal tasks in this position.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**To Apply:**

Please send cover letter, resume and three references to: [hrjobs@cmon.org](mailto:hrjobs@cmon.org) or mail to: HRJobs  
15080 Livingston Road, Naples, FL 34109

No phone calls please.

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