

Environmental Services Night Associate

Grade: 3

Reports to: Environmental Services Supervisor
Job Status: Non-Exempt, Part-Time

Department: Environmental Services
Approval Date: August 2016

Job Summary:

The Environmental Services Night Associate is responsible for maintaining the cleanliness of the facility after normal operating hours. This position requires someone who can work independently and with limited supervision to clean all areas of the Aquarium, including exhibit galleries, restrooms, offices and outdoor areas. An emphasis will be placed on maintaining floors in public and non-public areas according to the floor maintenance plan. This position will also be responsible for resetting the building after special events.

Essential Functions:

- Adhere to South Carolina Aquarium policies and procedures.
- Provide service that exceeds guest expectations as defined by departmental/divisional goals.
- Complete assigned tasks while working independently after normal operating hours.
- Collect equipment and/or supplies for daily use.
- Scrub, strip, polish and finish floors with floor machines. Spray buff and burnish floors with floor machine.
- Shampoo and extract carpets, furniture, mats and upholstery.
- Perform pre- and post-cleaning for special events and meetings.
- Clean stairwells, elevators, escalator, offices, locker rooms, rest rooms, exhibit galleries, windows, walls and baseboards. Dust/damp mop floors in corridors, entrances, stairwells and other areas as assigned.
- Operate department mobile cleaning equipment in a safe and efficient manner.
- Stock and stage supplies as directed to prepare for the next business day.
- Keep utility (janitor closets), storage rooms and equipment clean and in an orderly condition at all times.
- Provide outdoor cleaning: policing for trash, spills and debris and trash removal when requested.
- Collect and transport trash and recyclable items.
- Dust high vents, cabinets and other furnishings.
- Wash walls ceilings, floors, window exhibits and furniture as directed.
- Move equipment, furniture, and bulk items for cleaning and office reconfigurations.
- Maintain professionalism at all times by providing excellent customer service with a smile to guests, volunteers, and staff.
- Notify management of equipment needing repair, supplies needed and fixture repair needs. Report all safety hazards to management immediately.
- Return unused or unsoiled supplies to appropriate areas at the end of shift. Keep carts and barrels clean, neat and orderly at all times.

Other Duties and Responsibilities:

- Support the mission by participating in Aquarium sponsored programs and events on a regular basis.
- Attend South Carolina Aquarium full staff and departmental meetings when requested.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to safely operate janitorial equipment and troubleshoot as necessary.
- Ability to perform basic math.
- Ability to read work orders and receive oral instructions; to confer with supervisor to locate material and to arrange for the processing, assembly, or repair of material.
- Ability to perceive identification numbers marked on material; to read and understand numbers and volumes; to transcribe numbers.

Education and Experience Required:

- Must have a High School Diploma or GED.
- Must have 5 years' relevant experience with references.

Physical Requirements:

- Often requires walking, standing, bending, crouching, carrying up to 50 lbs, pushing and pulling
- Average amount of stooping, climbing ladders to height of 8', kneeling, balancing and crawling

Hazardous Requirements:

- Required to wear personal protective equipment (gloves and safety eye wear) on a regular basis with regular exposure to cleaning products

Working Conditions:

- Regular office environment with contact with customers and public, rotating shifts and weekends required, including late nights, must carry radio at all times.
- Will work indoors and outdoors, sometimes in extreme heat and cold

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not construed to be an exhaustive list of all job duties performed by the personnel classified.

The Aquarium is an "at-will" employer, and as such, employment with the Aquarium is not for a fixed term, or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.