



Job Description

Job Title: Senior Facilities Coordinator	Updated: June 2025
Department: Facilities	FLSA Status: Non-Exempt
Reports to: Facilities Manager and Deputy Director of Operations and Project Management	Schedule: Full Time Thursday-Monday (Overtime Eligible)

Job Summary:

The Senior Facilities Coordinator is responsible for coordinating and/or performing all housekeeping services and general cleanliness in the building and grounds of the Taubman Museum of Art. This position reports to the Facilities Manager and the Deputy Director of Operations and Project Management. The position is Thursday to Monday - 40 hours per week with flexible hours depending on the Museum event schedule.

The position also works directly with the Museum Events and Development teams to assist with rental and special event set-ups in the Museum, and the Community Engagement team and Security to ensure a positive experience throughout the guest's visit.

Job Duties and Responsibilities:

- Clean building floors, stairs, elevators, windows, fixtures, and doors by sweeping, mopping, scrubbing, or vacuuming them, as needed
- Dust furniture, walls, machines, and equipment in public and office areas
- Gather and empty trash
- Service, clean, and supply restrooms
- Clean and polish furniture and fixtures in public areas
- Deep-clean interior walls and floors periodically and as needed using commercial cleaning equipment
- Follow procedures for the use of chemical cleaners and power equipment, to prevent damage to floors and fixtures
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks, as directed by the Facilities Manager
- Mow and trim rear lawn, and clear debris from grounds
- Notify Supervisor concerning the need for major repairs or additions to building operating systems
- Assist with snow removal and treatment of icy sidewalks
- Assist with flowers, shrubs and other landscaping maintenance and upkeep
- Requisition supplies and equipment needed for cleaning and maintenance duties
- Assist Facilities Manager with minor repairs, building maintenance, and painting as requested
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as space rentals and museum events as directed by Museum Events and Development teams
- Regular on-site attendance is required

- Other duties as assigned

Knowledge, Skills and Abilities:

- Must have at least a high school diploma and be capable of reading and writing
- Must be able to follow directions and perform work duties with limited supervision
- Ability to operate typical custodial equipment, such as vacuum cleaners, hand trucks, floor cleaning machines, etc.
- Knowledge of cleaning and custodial procedures
- Understanding of handling and disposal of hazardous materials

Training, Education and Experience:

Three years' experience as a custodian.

Physical Demands and Work Environment:

The employee is required to sit, talk, see and hear. The employee is frequently required to walk distances; use hands and fingers to handle or operate computers, objects, tools, or controls; and reach with hands and arms. Requires regular climbing, bending, twisting, and working from ladders. Must be able to operate both small and large machinery.

The employee must lift, and/or move up to 75 pounds regularly and occasionally move or lift 100 pounds or more. Regularly climb ladders, twist, bend, crawl, stand for long periods of time, operate machinery and drive CGCC vehicles. Specific vision abilities required by this job include close vision and ability to adjust to distances and focus at various distances.

Position may require frequent bending, twisting, stooping and walking, work is both indoors and outdoors with exposure to various weather conditions and extreme weather for periods of time, also exposure to dust and harsh chemicals that if not handled properly handled may present a health hazard.

Special Requirements

Virginia Driver's license required.

Ability to adjust schedule to work hours beyond normal working hours to complete tasks. Must be able to work very flexible schedule to include nights, weekends, and holidays if necessary, depending on the schedule of Museum events and facility rentals.