

# PLEASE TOUCH MUSEUM

## Position Description

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### PORTER

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<b>Reports to:</b>	Manager, Custodial Services & Security	<b>Department:</b>	Operations
<b>Direct Reports:</b>	N/A	<b>Division:</b>	Custodial Services
<b>FLSA Status:</b>	Non-Exempt	<b>Effective Date:</b>	FY19
<b>Employment Type:</b>	Part-time	<b>Hours/Week:</b>	24/ Flexible, 1 weekend required

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### **Background**

Please Touch Museum, the Children's Museum of Philadelphia (PTM) was founded in 1976 and was the first children's museum to focus exclusively on young children ages birth to seven years. Our mission is to change a child's life as they discover the power of learning through play. In 2008 PTM moved to Memorial Hall in Fairmount Park, a National Historic Landmark which was built for the 1876 Centennial Exhibition.

Today, PTM is a multidisciplinary organization, providing exhibits and programs in the visual and performing arts, including theater, music and dance, literacy, humanities, math and science. PTM's themed exhibits create a hands-on, interactive environment that helps children learn, develop, and practice the learning and social skills that will prepare them for success in school and in future careers.

### **Position Summary**

Porters are responsible for providing efficient, quality service to both PTM guests and staff. Monitor and maintain the clean appearance of the PTM's galleries, back-of-house areas, and grounds to ensure an environment that promotes high guest satisfaction.

### **Essential Functions**

- Monitor and maintain cleanliness of restrooms and all public area.
- Performs scheduled maintenance checks
- Perform scheduled cleaning and detailing assignments.
- Respond to service calls in a timely and efficient manner.
- Maintain proper inventory levels at supply stations

- Remove debris, and trash from outside areas
- Set-up for in-house daytime and night-time events
- Records and deliver incoming packages
- Cover security office duties when needed
- Monitor waste levels of all receptacles and dispose of waste, as required
- Use only approved chemical and cleaning materials. Provide for safe and secure storage of chemicals and cleaning materials
- Ensure that Museum rules, safety standards and sanitation requirements are followed.
- Ensure an understanding of emergency action plans
- Other duties as assigned

### **Minimum Qualifications**

- High School Diploma or GED required
- One-year experience in related Porter/Janitorial work
- Must be willing to authorize a criminal background check
- Demonstrates professional attitude
- Able to work well in a team environment
- Handles customer questions and complaints with professionalism
- Ability to take direction
- Excellent customer service skills
- Demonstrate ability to work independently
- Must be able to work standard weekend days and night events
- Excellent verbal skills that demonstrate 5-star customer service skills
- Must be able to maintain an energetic performance throughout the day

Please Touch Museum offers an excellent working environment and competitive salary. To apply for this opportunity, please mail your cover letter and resume to: Human Resources, Please Touch Museum, 4231 Avenue of the Republic, Philadelphia, PA 19131 **or** Email: [employment@pleasetouchmuseum.org](mailto:employment@pleasetouchmuseum.org) Office telephone: 215-581-3188 EOE