
PORTER (PART-TIME)

Reports to:	Manager, Custodial Services & Security	Department:	Operations
Direct Reports:	N/A	Division:	Custodial
FLSA Status:	(Non-Exempt)	Effective Date:	FY18
Status:	Part-Time	Hours / Week:	24 hours 1 weekend required Flexible daytime and evening hours

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. PTM is multidisciplinary, providing exhibits and programs in the visual and performing arts, including theater, music and dance, literacy, humanities, math and science. PTM's exhibits are themed environments that are hands-on and interactive helping children to learn, develop and practice the skills and social skills they need to be ready for and successful in school and in future careers. The mission of Please Touch Museum 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 Building built for the 1876 Centennial Exhibition.

Position Summary:

Responsible for providing efficient, quality service to both guests and staff. Monitor and ensure the clean appearance of galleries and maintain an environment at a level that promotes high guest's 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 events
Records and deliver incoming packages
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

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 one weekend night 4pm until end of event (12:00 am – 1:00 am)
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: Email: employment@pleasetouchmuseum.org fax: 215-581-3182 Office telephone: 215-581-3181
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