

**Hudson River Museum
Job Opportunity
Maintenance Attendant**

The Hudson River Museum in Yonkers, NY has an immediate opening for a full-time hourly Maintenance Attendant. Key responsibilities include general custodial work, assisting with day-to-day maintenance of facilities, periodic repair work, set-ups and break-downs for events, basic grounds maintenance and assisting with overall operations.

This position reports to the Assistant Director, Facilities and Operations.

Specific responsibilities include:

- Routine cleaning of all internal public and staff areas, including trash removal, vacuuming, dusting, mopping, window cleaning, replacement of restroom stock, etc.
- Periodic facility repair, including lightbulb replacement, minor door repairs, minor wall painting, etc.
- Tasks related to the maintenance of external grounds, including grass trimming, snow removal, lightbulb replacement, graffiti removal, weed and litter removal, etc.
- Assisting with set-up for Museum functions and facility rental events.
- Identifying any safety hazards or areas in need of cleaning or repair and bringing such problems to the attention of the Asst. Director of Facilities and Operations
- Assisting with the delivery of parcels within the Museum.
- Assisting with the transfer of items to/from storage.
- Such other duties as may from time to time be assigned.

Schedule: Wednesday through Sunday

Compensation: \$15.00 per hour

Requirements for Maintenance Attendant candidates:

- Previous experience
- High school diploma
- Candidates must successfully pass ALL pre-employment screenings
- Physical and Mental - Must be in good physical condition, capable of lifting up to 50lbs and assisting lifting of a visitor if circumstances warrant.
- Ability to stand for extended periods of time, walk, stoop, bend, lift and climb stairs.
- Ability to make quick decisions, follow established policies and procedures.
- Ability to communicate both verbally and in writing.
- Flexibility to work additional hours as requested during after-hours Museum events.

Benefits:

The Museum provides competitive compensation, and generous benefits and perks for all eligible employees, including:

- Medical, dental, and life insurance
- 403(b) basic retirement plan
- Paid time off, including annual leave, sick leave, personal days and Museum holidays
- Flexible spending accounts (pre-tax income for eligible health care expenses)
- Discount for staff in Museum shop

- Access and free admission to numerous museums and cultural institutions
- Standard worker's compensation, short-term and long-term disability and unemployment insurance.
- Participation in TransitChek Commuter Benefit program

To apply: Send cover letter and resume to employment@hrm.org. Include "Maintenance Attendant" in the subject line. Applications without a cover letter will not be considered.

The Hudson River Museum is one of the preeminent cultural institutions in Westchester County and the New York Metropolitan area. Situated on the banks of the Hudson River in Yonkers, New York, the HRM is a place where diverse communities come together and experience the power of art, science, and history.

The Museum offers engaging experiences for nearly every age and interest, with an ever-growing collection of American art; dynamic exhibitions that range from notable nineteenth-century paintings to contemporary art installations; Glenview, an 1877 house on the National Register of Historic Places; a state-of-the-art Planetarium; an environmental teaching gallery; and an outdoor Amphitheater. The Museum is dedicated to collecting, preserving, exhibiting, and interpreting these multidisciplinary offerings, which are complemented by an array of public programs that encourage creative expression, collaboration, and artistic and scientific discovery.

The Hudson River Museum provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Hudson River Museum complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training