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## Overnight Event Set-up and Floor Tech

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update 02/01/2021

**Status:** Non - Exempt  
**Pay:** \$13.00 per hour based on experience  
**Work Days:**  
**Hours:** 10:30pm - 7:00am (30-minute lunch)

### POSITION SUMMARY

This position maintains the high-quality appearance of the Museum's facility through shampooing and vacuuming carpets as well as stripping, waxing and burnishing floors. This position will also set up and take down the tables and chairs for events.

### ESSENTIAL FUNCTION:

#### Performs floor care duties:

- Use knowledge to determine appropriate cleaning method: mopping, sweeping, scrubbing, buffing, stripping waxing and burnishing.
- Understands and uses correct chemical and mixture for the equipment being used and the floor being addressed (i.e. marble, tile, cement, stairs, carpet).

#### Operates and maintains industrial level floor care equipment in a clean and safe condition:

- Charges equipment after each use. Select appropriate brushes and pads for equipment.
- Cleans and maintains equipment to ensure it operates effectively and efficiently.
- Keeps storage and supply areas neat and clean.
- Must be able to troubleshoot machine and track usage for maintenance.

#### Performs general housekeeping and janitorial duties:

- May need to pick up trash and take bagged trash to the dumpster after an event.

#### Event Set-Up/Tear Down:

- Reads diagram and sets up room with the correct number and type of table and chairs with the correct spacing.
- Tears down and puts away the tables and chairs after an event or resets the room based on diagram for a different event.
- May need to have contact with vendors and work with them in a professional manner.

#### Minimum Qualifications

- Must have at least 1 year commercial experience with stripping, waxing, buffing, burnishing floors plus
- 1 year experience with operating various commercial cleaning equipment
- Must be motivated to work and work until job is done.
- Ability to work with little supervision and maintain a high level of performance.
- Follow instructions furnished in verbal or written format.
- The use of power equipment warrants safety precautions and user must be aware of safety hazards.

#### Physical Requirements

- Lift up and carry 25 pounds constantly and up to 50 pounds constantly
- Reaches above shoulder height constantly
- Pushing and pulling 50 pounds constantly
- Twisting, bending, crawling, squatting, kneeling, crouching frequently
- Ability of hand to grasp, handle and squeeze frequently

National Cowboy & Western Heritage Museum, Oklahoma City, OK

**To Apply:** Please submit a resume and cover letter to [hr@nationalcowboymuseum.org](mailto:hr@nationalcowboymuseum.org)