

Illinois Holocaust Museum & Education Center

Position Title: Custodian (Non-exempt)

Reports to: Building Operations Manager

About the Museum:

Illinois Holocaust Museum & Education Center (IHMEC) uses the history and lessons of the Holocaust to transform the future - to equip students, educators and public visitors with knowledge, skills, and courage to take a stand for humanity. The Museum currently welcomes and touches the lives of more than 170,000 people of all ages, nationalities and cultural backgrounds each year. We empower them to become Upstanders for social justice, to speak out against intolerance and genocide, and to lead by example. We do this through cutting-edge exhibitions, innovative public programming, high-quality student and educator services, and partnerships with arts and cultural organizations, educational institutions, and law enforcement agencies.

The Position:

Reporting to the Building Operations Manager, the Custodian will assist the Facilities Team with the maintenance and upkeep of interior spaces and exterior grounds of the Museum. This individual will bring poise and diplomacy to his or her interactions with colleagues, board members, donors, visitors and all other members of the IHMEC community. The position offers a competitive salary and a positive work environment.

Specific job responsibilities include, but are not limited to:

- Regular scheduled hours are Tuesday through Saturday generally from 7A.M. to 3P.M. with the potential for nights and weekends as needed
- Event set-up and break down including table and chair placements
- Empty garbage and perform general post-event cleanups
- Cleaning and stocking of restrooms
- Vacuuming, mopping, glass and surface cleaning
- Cleaning of grounds including trash removal, sweeping and raking, and snow removal of sidewalks as necessary
- Timely response to requests for clean up
- General receiving duties

Minimum Job Qualifications

- High school diploma or equivalent
- Knowledge of and experience with general cleaning procedures
- Ability to engage in manual labor and lift up to 60 pounds
- Effective communication skills
- Punctuality and strong work ethic
- Attention to detail
- Ability to work unsupervised

To Apply:

Interested applicants should email or fax a cover letter and resume to jobs@ilhmec.org or fax 847-967-4808.

Address correspondence to: Illinois Holocaust Museum and Education Center, 9603 Woods Drive, Skokie, IL 60077.