

Kankakee County Historical Society Buildings & Grounds Manager Job Description

Summary

The Buildings & Grounds Manager oversees the daily cleaning, facility and grounds maintenance, and overall physical and operational health of all properties maintained by the Kankakee County Historical Society, including those on the Kankakee County Museum campus and French Heritage Museum Campus. The Buildings & Grounds Manager helps monitor temperature and humidity levels, pest infestation, exterior and interior maintenance and cleaning routines, and ensures all outsourced projects are completed. This role works closely with the Buildings & Grounds Committee and Executive Director to ensure properties are well cared for, preserved, and ready for guests to enjoy.

At times, the Buildings & Grounds Manager may be required to assist the Curator in the care of collections, creating and interpreting museum exhibitions, and collaborating with the archival, research, media, education, and communications departments of the Kankakee County Museum and French Heritage Museum where it relates to the general maintenance and cleanliness of the facilities.

Buildings & Grounds Manager Tasks and Responsibilities

- Assists in general cleaning and maintenance of the Kankakee County Museum Campus and French Heritage Museum Campus. Duties include, but are not limited to cleaning restrooms, vacuuming, dusting, washing windows, changing light bulbs, sweeping, and mopping
- Assists in maintenance of courtyards and both museum campuses' grounds. Duties include, but are not limited to mowing, hedge trimming, raking, power washing, gardening, etc.
- Keeps up with day to day business to ensure properties are ready for any programs and events coming up on the calendar
- Helps with setting up displays, electrical, and any maintenance issues that occur within the exhibits, rental spaces, and storage rooms
- Assists with rental occupants in setting up tables, tear down, and contract needs at all facilities
 - Ensures event and meeting spaces are prepared and cleaned
- Works with board members on building and grounds committee needs to see that work is completed on all buildings and grounds
- Assists with festivals and events as needed
 - Assembles Christmas trees for Gallery of Trees and tear down
 - Assists with Rhubarb Festival, Artisan Faire, and Gallery of Trees, and any additional museum hosted events in all aspects
 - Assists with set up and tear down of any special private and public events such as receptions, showers, exhibit debuts, etc.
 - May supervise museum volunteers and interns for specific projects as needed

Additional Tasks and Responsibilities

- Assists other team members as needed for special projects
- Works with Executive Director on other duties as assigned
- Opens and closes the museum campuses in the absence of the Curator and Executive Director
- Assists with answering the phone in the absence of other museum employees
- Provides museum tours as needed

Skills

- Excellent written and verbal communication skills
- Project management and organizational skills
- Ability to maintain a clean environment
- Ability to quickly resolve issues
- Ability to contact the proper professionals to fix any maintenance issues as needed and follow through with communications
- Attention to detail
- Can effectively maintain correspondence with the Building & Grounds Committee on ongoing projects
- Resourcefulness, quick problem-solving abilities, and strong collaboration skills.
- Ability to adapt to changing environment
- Ability to lift up to 50 pounds
- Proactive and demonstrates ability to act autonomously

Buildings & Grounds Manager Hours

Flexible schedule based on needs with a general 8:30am - 5:00pm timeframe (30-minute unpaid lunch break). Some Saturdays and Sundays may be required based on event schedule. Expected average of 35 hours per week

Salary

Based upon experience and qualifications. Health Insurance optional after 60 days of employment

Timeline

Applications are due by November 18th

Interviews will be scheduled November 19th, 20th, and 21st for qualified candidates

Anticipated starting date: December 1st

How to Apply

Bring a copy of your resume to the Kankakee County Museum Thursday-Saturday 9am to 5pm, or send via email to: kankakeecountymuseum@gmail.com