

Facilities and Maintenance Volunteer Job Description

The Museum Facilities and Maintenance Volunteer is essential to ensuring the smooth operation and upkeep of our 8-acre campus. This role involves supporting the maintenance and care of the museum's buildings, grounds, and historic structures, ensuring a safe, clean, and welcoming environment for all visitors and staff.

Duties:

- Assist with routine maintenance tasks, such as painting, minor repairs, and general upkeep of the museum's facilities
- Report any maintenance issues or safety hazards to the facilities manager promptly
- Support the cleaning and sanitizing of public spaces, restrooms, offices, and exhibit areas and restock cleaning and maintenance supplies before major events
- Ensure that museum grounds, including walkways, gardens, and parking areas, are clean and well-maintained
- Assist with landscaping tasks, such as planting, weeding, watering, and trimming
- Help maintain outdoor signage, ensuring they are clean and in good condition
- Support seasonal maintenance tasks, such as snow removal or leaf clearing, as needed
- Report any shortages or needs for new equipment to the facilities manager
- Help with the upkeep of museum lighting and electrical fixtures
- Participate in special maintenance and improvement projects
- Provide input and suggestions for facility improvements and maintenance strategies

Requirements:

- Practical skills in maintenance, repair, and general upkeep
- Ability to perform physical tasks, including lifting, carrying, and working in various environmental conditions
- Attention to detail and a proactive approach to identifying and addressing maintenance needs
- Basic knowledge of safety and security protocols
- Reliability, punctuality, and a commitment to scheduled shifts
- Willingness to learn and follow instructions from the facilities team
- Pass a background check

3500 Shamrock Dr.
Charlotte, NC 28215



704-568-1774
Charlottemuseum.org

Benefits:

- Gain hands-on experience in facilities management and maintenance
- Develop practical skills in repair, landscaping, and general upkeep
- Contribute to the smooth operation and welcoming environment of the museum
- Work closely with a dedicated team and support the museum's mission
- Access to museum events, exhibits, and educational opportunities