



3537 Zenith Ave S
 Minneapolis, MN
 55416-4623

PHONE 612.926.3878
 FAX 612.927.7265
 WEB thebakken.org

POSITION TITLE: Part Time Facilities Staff

Department:	Facilities and Operations		
Classification:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Nonexempt	Weekly Hours: <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time up to 20 hours
	<input checked="" type="checkbox"/> Hourly	<input type="checkbox"/> Salaried	
Reports To:	Director of Facilities and Operations		

POSITION OVERVIEW

Facilities Staff are responsible for ensuring ongoing museum cleanliness and appearance. Facilities Staff play an important role in the overall management of the Bakken Museum including safety, security, maintenance, grounds keeping, and customer service. Facilities staff perform multiple tasks and activities related to ensuring successful Bakken Museum daily operations as well as assisting with public and private events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

**Weight
Percentage**

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| <ul style="list-style-type: none"> ▪ Maintain cleanliness of the 28,000 sq. foot facility including exhibits, meeting rooms, and museum, as well as 3 acres of gardens and grounds on a day-to-day basis, as designated by the Director of Facilities and Operations. 60% ▪ Uphold The Bakken Museum's exterior grounds including but not limited to minor landscaping, mowing lawns, shoveling entrances, raking leaves. Gardening includes the expansive Florence Bakken Medicinal Garden, the Dakota Native Plants Garden and Wetland, as well as smaller gardens throughout. 25% ▪ Regularly check grounds for trash and litter; keep outside entryway free of leaves, snow, etc. 10% ▪ Maintain building security and safety (lock-up policy and procedure, etc.). 5% ▪ Support the Bakken Museum's private and public events, which includes event set-up and take-down, as well as working with designated staff, guests, hosts, and visitors, to coordinate timing and needs. 5% | |
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CORE COMPETENCIES

Commitment to Diversity

Eager to work effectively with other employees, partners and participants without discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, family composition, marital status or socio-economic status. Committed to opportunities to support cultural diversity in the workplace.

Commitment to Service

Responsive to the needs and requests of the museum's visitors, event guests, and organization partners. Extends courtesy, friendliness and overall respect to others.



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Interpersonal Communication and Teamwork

Listens well and is open to others' perspectives. Develops strong working relationships and values them as critical to effective work.

Initiative

Demonstrates willingness to make significant contributions with little direction. Voluntarily starts projects. Exercises good judgment and independent actions when appropriate.

Flexible

Adaptable and responsive to change. Able to respond to requests in a timely manner.

SUPERVISION EXERCISED

- Reports to Director of Operations and Facilities.
- Works with all levels of employees, guests, hosts, vendors and visitors.
- Frequent public contact.

POSITION REQUIREMENTS

1. One year of relevant work history and passion to commitment of the success of the Bakken Museum.
2. Routine lifting and moving of up to 30 lbs. Occasional heavy moving of up to 50 lbs.
3. Must be available to be scheduled onto evening and weekend event schedules as needed with emphasis on our seasonal needs May through October. Regular operational hours run from 9am - 6pm, with flexible scheduling available.
4. Position requires up to 20 hour/week availability Monday through Friday.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The above statements are intended to describe the general nature and level of work performed by the staff member assigned to this position. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.