



3537 Zenith Ave S  
 Minneapolis, MN  
 55416-4623

PHONE 612.926.3878  
 FAX 612.927.7265  
 WEB thebakken.org

## POSITION TITLE: FACILITIES STAFF I

Department: Facilities

Classification:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Nonexempt	Weekly Hours:	<input type="checkbox"/> Full-Time
	<input type="checkbox"/> Salaried	<input checked="" type="checkbox"/> Hourly		<input checked="" type="checkbox"/> Part-Time

Compensation: \$15.75 hourly

Reports To: Director of Facilities

### POSITION OVERVIEW

The Facilities Staff I position plays an important part in supporting the museum deliver its mission. They help ensure the facility and grounds are well maintained, clean, and safe. This position is responsible for multiple tasks related to ensuring successful Bakken Museum daily operations as well as assisting with public and private events. This position will be scheduled for under 20 hours Tuesdays through Sundays.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- 70%
    - Responsible for the ongoing cleanliness of the museum and upkeep of the grounds for visitors, program participants, rental clients, and staff.
    - Support the care of the museum’s grounds, including but not limited to minor landscaping, mowing lawns, shoveling entrances, raking leaves.
    - Gardening includes the Florence Bakken Medicinal Garden, the Dakota Native Plants Garden, and Wetland, as well as smaller gardens throughout.
    - Regularly checks facility and grounds for trash and litter, ensures that floors and sidewalks are clean, clear, and safe.
  - 20%
    - Assists in the cleaning of exhibits, following established procedures to ensure the safety and longevity of exhibits and the protection of artifacts.
    - Report damage or needed repairs as needed.
    - Provides exceptional customer service to visitors, program participants, museum staff, and event rental clients.
  - 10%
    - Assist with the setup and take-down for public and rental events.
    - Communicates with fellow staff as needed to keep up to date on museum events and information, as well as to share necessary information regarding your work with other staff and to address any unexpected situations.
- Other duties as needed or required.

### CORE COMPETENCIES

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



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**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.

**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 promptly.

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## POSITION REQUIREMENTS

- Must be available to work evening and weekend hours as needed, particularly between May and September.
- Must be self-motivated and work well independently as well as a member of a team.
- Dependable, reliable, punctual.
- Routine lifting and moving of up to 30 lbs. Occasional heavy moving of up to 50 lbs.
- Must be available to work evening and weekends hours as needed, with emphasis on seasonal needs May through October.

## PHYSICAL DEMANDS

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

- Ability to stand/sit for at least 8 hours per day
- Ability to lift up to 50 pounds
- Ability to move through and access all areas of the buildings and grounds including stairs, indoor/outdoor areas, and small spaces.

## TRAVEL

Travel is not required for this position.

## COVID-19 Safety and Guidelines

The Bakken Museum is committed to providing a safe and healthy environment for visitors, students, and staff. In accordance with our COVID-19 Preparedness Plan, all staff will be required to be vaccinated from COVID-19 beginning July 5, 2021. Reasonable accommodations will be made for those who cannot take the vaccine due to health or religious reasons.

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## HOW TO APPLY

Interested candidates should email their resume to [lundeen@thebakken.org](mailto:lundeen@thebakken.org).

*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.*