

# Porter

**Department:** Operations  
**Title:** Porter  
**Shift:** Monday, Wednesday, Thursday, Friday, Sunday; 8:00am-4:30pm  
**FSLA Status:** Non-Exempt  
**Supervisor:** Associate Director, Operations  
**Schedule:** 40 Hours/Week

## **The Jewish Museum:**

The Jewish Museum is an art museum committed to illuminating the complexity and vibrancy of Jewish culture for a global audience. Through distinctive exhibitions and programs that present the work of diverse artists and thinkers, the Museum shares ideas, provokes dialogue, and promotes understanding. The Jewish Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience. Located on New York City's Museum Mile, in the landmarked Warburg mansion, the Museum plays an important role among cultural institutions, challenging all forms of bigotry and discrimination and promoting understanding among diverse audiences. The Jewish Museum invites applicants of all backgrounds to consider joining the Museum in its work.

For more information, please visit [www.TheJewishMuseum.org](http://www.TheJewishMuseum.org).

## **The Position:**

The Porter is responsible for physical maintenance of the office areas, staff kitchens, public and staff restrooms, galleries and public areas. Additional responsibilities include set-ups for meetings and events. The Porter must be reliable, honest, and able to work independently and efficiently. Must have flexible schedule and able to cover day, evening and weekend shifts.

## **Responsibilities Include:**

*Routine work includes, but is not limited to the following:*

- Perform routine and specialized cleaning tasks throughout office and gallery spaces, including dusting, vacuuming, sweeping, mopping, and sanitizing restrooms, public areas, staff kitchens, and gallery spaces.
- Proficient in the safe and proper use of necessary cleaning equipment to maintain and enhance the appearance of floors (buffing, shampooing, stripping, etc...)
- Collecting and disposing of garbage from building(s), as well as bundling cardboard for pick-up in accordance with NYC Sanitation regulations.
- Ability to follow logistics and floor plans to set up tables/chairs/spaces for various events and meetings.
- Skilled in using hand trucks, dollies, and other equipment to facilitate the movement of items within the building(s).



- Ability to maintain exterior of museum, such as washing down sidewalks and weeding tree pits in summer and shoveling snow and applying snow melt in winter.
- Able to provide relief and assistance to other team members.
- Capable of cleaning all tools, supplies and equipment after each use and store in the proper place.
- Other duties as assigned

**Requirements:**

- High School Diploma or G.E.D.
- Minimum of three years related experience
- Must be able to lift and carry 50 lbs.
- Must be able to work standing up for an eight (8) hour shift

**Salary: \$24.53/hour**

**Send Resume with Cover Letter To:**

**Director, Human Resources  
The Jewish Museum  
1109 Fifth Avenue  
New York, NY 10128  
Email: [jobs@thejm.org](mailto:jobs@thejm.org)  
Fax: 212.423.3232**

***The Jewish Museum is an Equal Opportunity Employer that is committed to building a culturally diverse staff and encourages applications from diverse candidates.***

**This is a unionized position with covered employees represented by Local 241, TWU, AFL-CIO.**

