ARE YOU OUR NEXT FACILITIES ASSISTANT?

Come help us foster exploration, discovery, and inspire scientists in everyone! We’re a hands-on science center with an interactive exhibit gallery in Bismarck. We opened a new facility in 2023, which increased our capacity to serve all ages with exhibits, programs, and statewide outreach to schools and communities across North Dakota. We’re looking for a Facilities Assistant to help make sure our facility is clean, welcoming, in good repair, and ready for the next group visit or event!

WHAT IT LOOKS LIKE

Cleaning – approximately 60% of time

Our facility has many high traffic areas that need regular custodial care. You’ll be responsible for a regular cleaning schedule that includes sweeping, mopping, vacuuming, dusting, supply stocking, trash disposal, washing windows, and sanitizing equipment, toilets, sinks, and bio spills. You’ll operate a variety of cleaning equipment.

Maintenance – approximately 25% of time

Our facility and grounds need regular maintenance and repairs. You’ll assist with facility maintenance including changing filters, clearing vents, changing lights and/or fixtures, grounds maintenance like snow removal and mowing, furniture and equipment assembly, and small repairs such as painting.

Prep and Tear Down – approximately 15% of time

We have multiple event spaces and host a variety of events. You’ll assist with event preparations including setting up tables, signs, trash receptacles, and prepping tablecloths or decor. You’ll also assist with restoring the space after an event, which includes cleaning responsibilities, deconstructing tables and equipment, and storing supplies.

WE’RE LOOKING FOR SOMEONE WHO

• Has a minimum of one year of custodial experience
• Is willing and able to be trained for position
• Can read, follow instructions, and work independently after instruction
• Can work independently and on a team
• Can stand, stoop, walk, and lift objects up to 25 pounds
• Is dependable, consistent, and has good time management skills

MORE DETAILS YOU’LL WANT TO KNOW

This position reports to the Facility & Operations Director and works closely with other departmental managers, including but not limited to education, gallery, and events. Other duties not covered in this application may be assigned during work but will not exceed reasonable facility assistant responsibilities. The starting range for this position is $17-19/hour.
North Dakota’s Gateway to Science offers a comprehensive and competitive benefits program, including medical, dental, vision, flexible spending accounts (medical and dependent care), health savings accounts, AFLAC supplement insurance and voluntary life policies, and retirement matching for qualified employees working more than 30 hours per week. Employees may also enroll their families in most of these policies.

READY TO JOIN THE TEAM?
We’d love to hear from you! To apply, fill out and submit the application below “job description” on our website.

We don’t discriminate based on gender identity or expression, sexual orientation, race, religion, age, national origin, citizenship, disability, pregnancy status, veteran status, or other differences. Also, if you have a disability and there’s a way we can make the interview process better, let us know (gscience@gscience.org w/ the subject line “Job Application Accommodations”). We’re happy to accommodate.

If you have other questions, please let us know by emailing gscience@gscience.org.

Priority deadline for applications: July 11, 2024