



Center for
Contemporary
Art

Position Announcement

Position Title: Janitorial and Site Maintenance Assistant

Reports to: Site and Facilities Manager

Classification: Part time, non-exempt

Compensation: \$22 per hour, Friday-Sunday

Position Details:

Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies. Performs routine maintenance to custodial equipment and supplies. This includes taking out trash and recycling and washing and cleaning windows and mirrors as needed. The Janitorial and Site Maintenance Assistant works under the direction of the Site and Facilities Manager as part of the Site and Facilities Team.

About di Rosa:

di Rosa Center for Contemporary Art presents contemporary exhibitions and educational programs for all ages and maintains a permanent collection of notable works by artists from the Bay Area. Protected in perpetuity under the Napa County Land Trust, di Rosa features multiple galleries, a sculpture park and a 35-acre lake, all located on 217 scenic acres in Napa Valley's famed Carneros region.

Key Responsibilities:

- Maintenance and daily preparation of site for guests.
- Communicate with supervisor to determine maintenance needs, identify issues or concerns, and suggest solutions in a collaborative work environment.
- Assists with the maintenance and care of buildings and scheduled vehicle and equipment maintenance.
- Assists with preparation and clean-up of building and/or site for exhibitions, public programs and other events and provide support during events as needed.
- Perform other duties assigned by supervisor.

Qualifications:

- Minimum two years' experience in care and maintenance of buildings and grounds.
- Good communication skills are important.
- Punctual, dependable, and flexible.
- Basic computer skills are desirable.

To Apply:

Provide a letter of interest resume with employment history and contact information for three references. Application materials should be emailed in PDF format to admin@dirosaart.org. No phone calls please.

Please note: di Rosa Center for Contemporary Art is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, gender or gender identity, national origin, disability, age, citizenship status, marital status, veteran status, sexual orientation or other bases protected by law. Di Rosa makes reasonable accommodations for qualified applicants and employees with disabilities as defined by and in compliance with California law.