CRAFT IS LIFE! Join our community at Pittsburgh Glass Center

Janitorial & Facilities Associate

Full Time, Non-Exempt
Reports to: Director of Operations
Anticipated Start date: January 2027

Pittsburgh Glass Center (PGC) and Contemporary Craft (CC) seek a dependable, detail-oriented Janitorial & Facilities Associate to maintain clean, safe, welcoming, and well-organized environments across four buildings operated by PGC and CC, respectively.

The position is employed by Pittsburgh Glass Center and supervised by Chris Clarke, Director of Operations for PGC and CC. The Associate will generally work 24 hours per week at PGC facilities and 16 hours per week at CC facilities. Work may be performed during normal operating hours, which includes daytime and evening hours. Selected candidate may choose their hours, within regular operating schedules.

The ideal candidate takes pride in maintaining shared spaces, works independently, notices tasks that need attention, and communicates effectively with staff at both organizations.

The Janitorial & Facilities Associate will work at:

- Pittsburgh Glass Center, 5472 Penn Avenue
- Pittsburgh Glass Corner, 5431 Penn Avenue
- Contemporary Craft, 5645 Butler Street
- Contemporary Craft's Timmons Studios, 5688 Butler Street

Regular travel between these locations is required. A valid driver's license is helpful but not required.

Essential Duties and Responsibilities

Cleaning and Building Care

- Vacuum/clean offices, remove office trash, wipe office windows
- Clean galleries, sweep, mop floors
- Clean classrooms, meeting rooms, retail areas, studios, hallways, stairwells, entrances, and other shared spaces with a focus on sweeping, mopping, cleaning sinks, and removing trash.
- Sweep, vacuum, mop, and maintain floors appropriate to each surface.
- Dust furniture, fixtures, shelves, ledges, equipment, and other surfaces.
- Clean interior windows, glass doors, mirrors, and other glass surfaces.
- Clean and sanitize restrooms, sinks, counters, fixtures, and high-touch surfaces.
- Empty trash and recycling containers in all public areas and move waste to the appropriate outdoor collection areas.
- Monitor building cleanliness throughout the workday and respond promptly to spills or other immediate needs.
- Perform periodic deep-cleaning projects as assigned.

Kitchens and Staff Areas

- Clean kitchenettes, break rooms, sinks, counters, appliances, cabinets, tables, and shared dining areas.
- Assist with washing dishes following events. Unload dishwasher as needed.

We **teach** it. We **create** it. We **promote** it. We **support** those who make it.

- Regularly inspect and clean refrigerators and discard expired, spoiled, or abandoned food according to an established schedule.
- Clean microwaves, coffee makers, and other shared appliances.
- Restock kitchen, restroom, and other shared supplies in studio spaces like paper towels, hand soap, etc.

Studios and Program Spaces

- Sweep and perform general cleaning in active glass and craft studios.
- Clean classrooms and program areas between activities as needed.
- Help keep shared tools, cleaning equipment, and work areas organized.
- Complete laundry associated with towels, aprons, cleaning cloths, and other organizational needs.

Facilities and Operational Support

- Monitor inventory and order approved cleaning, restroom, and kitchen supplies.
- Maintain cleaning carts, vacuums, mops, and related equipment in good working condition.
- Report maintenance problems, damage, safety concerns, leaks, pest activity, or supply needs promptly to the Director of Operations.
- Assist with snow and ice removal from entrances, sidewalks, and other designated areas.
- Assist with outdoor weeding to keep the façade tidy.
- Help set up and clean up spaces for exhibitions, classes, meetings, rentals, public programs, and special events.
- Move tables, chairs, trash containers, supplies, and other materials as needed.
- Assist with other reasonable janitorial and facilities-related duties as assigned.

Work Schedule

This is a full-time position averaging 40 hours per week, generally divided as follows:

- 24 hours per week supporting PGC facilities
- 16 hours per week supporting CC facilities

The regular schedule will be established with the Director of Operations. Cleaning may occur during normal business and public hours. Some schedule flexibility may occasionally be required for events, seasonal needs, snow removal, or other operational priorities.

Because this is a nonexempt position, the employee will be eligible for overtime pay when applicable. Overtime must be approved in advance.

Knowledge, Skills and Abilities

- Dependable, punctual, and able to maintain a consistent work schedule.
- Strong attention to detail and commitment to high standards of cleanliness.
- Ability to work independently, prioritize tasks, and manage responsibilities across multiple buildings.
- Ability to follow written and verbal instructions.
- Respectful and professional communication with staff, artists, students, visitors, vendors, and members of the public.
- Willingness to work in active studio, gallery, classroom, retail, and office environments.
- Comfort working around artwork and creative materials with appropriate care.
- Ability to recognize and report building or maintenance concerns.
- Basic experience using standard cleaning products and equipment.

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Education/Experience Requirements

- Previous commercial, institutional, custodial, housekeeping, or facilities experience is preferred but not required.
- Experience working in a public, educational, cultural, or nonprofit setting is a plus.
- No college degree is required.
- Training on organizational procedures and building-specific expectations will be provided.

Working Conditions and Physical Demands

The physical demands described here are representative of those required to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. The position requires the ability to:

- Remain standing and moving for extended periods.
- Walk frequently between rooms, floors, and nearby buildings.
- Use stairs and elevators and work both indoors and outdoors.
- Bend, kneel, crouch, reach, twist, push, and pull.
- Repeatedly use hands and arms while cleaning.
- Safely lift, carry, push, or move objects weighing up to 50 pounds.
- Use step stools or small ladders safely.
- Operate standard cleaning equipment, including vacuums, mops, and floor-cleaning tools.
- Work with commonly used cleaning products according to manufacturer instructions.
- Perform outdoor work in varying weather conditions, including during snow and ice removal.

The employee may occasionally work alone and will be expected to follow each organization's security, key, alarm, and building-access procedures.

Compensation and Benefits

- Salary – $38,000 annually, paid on an hourly basis
- Full-time, nonexempt position averaging 40 hours per week
- Health, dental, and vision insurance
- Paid vacation and sick time
- Complimentary classes at Pittsburgh Glass Center and Contemporary Craft
- Employer-matched SIMPLE IRA after meeting eligibility requirements

Commitment to Diversity, Equity, & Inclusion

PGC is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff that is committed to teaching and working in a multicultural environment. PGC does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship programs, and other PGC-administered programs and activities. All of our employees' points of view are key to our success, and inclusion is everyone's responsibility.

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Reasonable Accommodations
Pittsburgh Glass Center is committed to accessibility, diversity, equity, and inclusion in all aspects of the hiring process. If you have a disability and would like to request a reasonable accommodation, or have feedback for how Pittsburgh Glass Center can make our hiring process more accessible for neurodivergent people, people with disabilities, and diverse communities, please contact Heather McElwee at heather@pittsburghglasscenter.org.

To Apply
Please submit the following to jobsearch@pittsburghglasscenter.org with the subject line "Janitorial & Facilities Associate Application":

- A resume
- A brief introductory email or cover letter describing your interest in the position and any relevant cleaning, custodial, maintenance, or facilities experience

Applications will be reviewed on a rolling basis until the position is filled. The anticipated start date is January 2027. The successful candidate will be required to complete applicable background checks and employment clearances.