

1100 North Plum St.
Hutchinson, Kansas
67501-1499



620.662.2305
www.cosmo.org

Part-Time Maintenance & Custodial Associate

Essential Duties and Responsibilities

- Responsible for keeping the building clean at all times, including:
All restrooms, all offices, the Museum, concession area, Carey Digital Dome Theater, Planetarium, Dr. Goddard's Lab, education area plus classrooms, maintenance area, windows and walls, all halls, and public spaces.
- Responsible for helping with lighting, painting within the building and emergency situations relating to the building.
- Responsible for all set-ups and tear downs for special events and group rentals.
- Respond appropriately to staff needs relevant to the maintenance of the building.
- Required to cover work schedules for full-time staff when they are out on vacation or sick leave.
- Required to follow any other job-related instructions and to perform any other job-related duties requested.

Work Requirements

- Schedule: Monday – Sunday (26 hours per week)
- Physical mobility: sitting, standing, walking, lifting/carrying objects up to 50 lbs.
- Sensory requirement: ability to communicate and respond both in person and over the telephone to the general public, ability to communicate and respond to staff.
- Able to work under stress
- Excellent attendance required
- Background check as it relates to job duties

Cosmosphere is an equal opportunity employer.
Must be available weekday evenings and weekends.
Part-time position
If interested, please email resume: HR@cosmo.org