



JOB DESCRIPTION

Job Title:	Maintenance Associate
Classification:	Full-Time; Non-Exempt
Compensation:	\$14/hour
Benefits:	Paid time off, health insurance, competitive retirement benefits to eligible employees with non-elective employer contribution and employer match up to 5%
Schedule:	Max 40 hours per week; will be required to work some evenings, weekends, holidays and special event hours
Reports to:	Maintenance Manager; Facilities Manager

ORGANIZATIONAL SUMMARY:

Asia Society Texas Center believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

POSITION OVERVIEW:

Asia Society Texas is a unique architectural structure designed by renowned Japanese architect Yoshio Taniguchi. As Taniguchi's only free-standing building in the U.S., the facility is a work of art that requires appropriate care and maintenance.

As such, the Maintenance Associate will assist the Maintenance and Facilities Managers with various day to day tasks that contribute to the cleanliness, orderliness, comfort, and safety of the facility. The Maintenance Associate will work with the Maintenance Manager to maintain all spaces in the finest and cleanest condition and will support the Facilities Manager in performing various scheduled maintenance tasks and other building related repairs. As needed, the Maintenance Associate will also work with other departments to ensure programming is executed successfully and safely.

RESPONSIBILITIES:

Maintenance:

- Perform custodial tasks such as vacuuming, emptying wastebaskets, cleaning restrooms and windows; dusting and polishing furniture, cleaning window sills, baseboards, and wash bowls
- Maintain office floors and keep public areas clean and in orderly condition
- Use cleaning equipment and tools such as vacuum cleaners, push brooms, cleaning rags, mops, and certain cleaning powders and solutions



Facilities:

- Set up required furniture for events and programs to ensure smooth execution
- Perform scheduled maintenance and repairs on various equipment
- Inspect equipment, plumbing and electrical systems
- Maintenance tasks such as painting, landscaping, and other building related work
- Ensure building and areas are safe and free of any potential safety hazards
- Work with Security on any emergency building evacuation

QUALIFICATIONS:

- Experience in housekeeping and/or janitorial work
- Experience in minor building related repairs: e.g. painting, plumbing, electrical
- Moderate to advanced skills in HVAC
- Flexible schedule; available to work some nights and weekends

PERSONAL CHARACTERISTICS:

- Good oral communication skills
- Self-starter, with strong ability to set priorities and manage multiple tasks
- Dependable, hardworking, motivated, honest
- Willingness to interact with the public in a professional, courteous, manner
- Ability to work collaboratively with various teams on joint projects and to follow instructions
- Willingness to take on tasks outside of typical job duties
- Organized and accurate, with attention to detail
- Strong follow-through

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 50 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions. Some tasks will require the employee to squat or work on knees, work in tight or confined spaces and to wear the proper PPE. The noise level in the work environment is usually moderate to loud.



RELOCATION:

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

HOW TO APPLY:

Please email your cover letter and resume to: HRDept@asiasociety.org. Indicate job title in the subject line.

Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.

Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.