

JOB TITLE: Custodian

DATE: August 2024

CLASSIFICATION: Non-Exempt, PT

ANNUAL HOURS: 624 (12 hrs a week)

BASIC FUNCTION: Under the direction of the Executive Director, carries out cleaning and simple upkeep of the museum and historic structures.

REPORTING RELATIONSHIPS:

Reports To: Executive Director

Supervises: None

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Building

75%

- Performs general and routine custodial duties, including dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Empties trash receptacles, disposes trash, and bags trash for proper disposal.
- Detect faulty operations and defective material and report and/or mitigate any unusual situations.
- Consults and communicates with the Curator and Executive Director to assess and maintain a clean environment and follow proper cleaning protocol for preservation.
- Consult on the purchase of supplies and equipment.
- May assist or perform minor facility needs, such as replacing light bulbs, setting up furniture, or similar activities.

Site Operations

20%

- Assist with monitoring and ensuring safe and proper use of the museum campus.
 - Remove snow and ice; apply sand/salt as necessary.
 - Assist with debris and trash removal as necessary.
 - Assist with set up, tear down, and general cleaning of Holiday Memories.
- Interact with all visitors, constituents, and stakeholders in a professional, courteous manner.
- Assist with other tasks to insure a pleasant experience for visitors including volunteers, Board and committee members, and service people.
- Participates in Strategic plan projects.
- Participates in meetings.

Other duties as assigned

5%

JOB REQUIREMENTS:

Must be at least 18 years old.

Education, Licenses/Certifications and Work Experience

Education: High school diploma or GED

Work Experience: Previous experience working with the public and volunteers in the non-profit sector is preferred. Bilingual ability is a plus in serving a diverse community.

Background Check: Must pass a pre employment background check.

Vehicle/Driving License: Must possess and maintain a valid driver's license throughout the course of employment.

Skills, Knowledge, Abilities

- Ability to operate common household appliances.
- Accuracy and attention to detail.
- Ability to work independently with minimal supervision.
- Ability to make informed decisions and solve problems.
- Ability to take direction effectively.

- Ability to recognize hazardous conditions and react appropriately.
- Ability to apply common sense understanding to carry out simple one or two-step instructions.
- Ability to communicate orally and understand written instructions.
- Ability to perform very basic math skills including adding and subtracting, multiplying and dividing, and weight and distance measurement.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee must be able to occasionally lift/carry up to 50 lbs. unassisted. The employee will frequently perform moderate physical activity and occasionally somewhat strenuous daily activities that require considerable use of your arms and legs, moving your whole body, climbing, lifting, balancing, walking, stooping and handling tools and materials. The employee must have the ability to move your hand, together with your arm, or your two hands to grasp, manipulate tools, or assemble objects. Manual dexterity sufficient to work using the fingers is required.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work will generally be performed indoors, occasionally outdoors where the employee will be exposed to changing weather conditions (rain, sun, wind, snow, etc.). The job requires the individual to follow standard safety procedures, be alert, and take necessary precautions to avoid possible injuries or health problems that may result from:

- walking on irregular ground including snow and ice;
- working on ladders;
- exposure to irritants/chemicals;
- working around moving equipment and other types of equipment;
- exposure to extreme cold and heat for periods of more than one hour.

The statements stated in this job description reflect the general duties as necessary to describe the basic function, essential job duties/responsibilities, job requirements, physical requirements and working conditions typically required, and should not be considered an all-inclusive listing of the job. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Nothing in this job description restricts the Executive Director's right to assign or reassign duties and responsibilities to this job at any time.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act. I understand this document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Signed: _____

Date: _____