



CUSTODIAL SERVICES
Position Description

Dept: Facilities	Reports to: Property Services Supervisor	Direct Reports: N/A	
Type: Part-Time Weekends	FLSA: Hourly	Date: 12/8/2021	Rev. Date:

POSITION DESCRIPTION

This job consists of routine work to maintain the cleanliness of the facility and grounds. Under general supervision, performs a wide variety of cleaning and light maintenance duties in and around museum facilities; responds to calls for service; implements setup and takedown for museum and rental events; works closely with staff to meet the custodial needs of the museum.

Responsibilities also require the ability to work independently, and with regards to some weekends and events assignments, un-supervised and alone when necessary.

The work schedule will generally be Saturday- Sunday, eight hour shifts and will be adjusted accordingly for evenings, rotating weekends, and holidays when the museum is open to the public.

ESSENTIAL RESPONSIBILITIES

- Damp mopping or washing of floor.
- Waxing and buffing floors.
- Vacuuming Carpets – includes use of a regular vacuum cleaner, as well as a back-pack vacuum for the Café and Theater. Weight of the back-pack vacuum approximately 10 lbs.
- Dusting (non-art).
- Window cleaning (interior only).
- Rest Room Cleaning and Sanitizing – including stocking of paper and supplies.
- Re-supply Water Coolers. Weight of water bottles approximately 40 lbs.
- Event Support: Set-ups, Clean Up. Includes put up and take down of stanchions for events as needed. Weight of stanchions approximately 25 – 30 lbs.
- Assist in preparation work during renovations and clean up.
- Snow removal (emergency situations only).

DUTIES REQUIRING SPECIAL TRAINING

- Floor Machine Operation
- Mail Posting & Sorting. Includes package delivery for mailing, and package distribution within the museum.
- Light Bulb Changing

MINIMUM REQUIREMENTS

Education and Experience

- High school or equivalency.
- 3 – 5 years custodial experience preferred.

Skills and Abilities

The museum will provide on-the-job training, specific to our equipment and facility.

- Available to work evenings, weekends, and holidays when the museum is open.
- Working knowledge of cleaning materials and equipment, and their proper use according to state and federal regulations, including safe disposal of hazardous materials.
- Ability to identify stains and use proper chemicals for their removal.



- Ability to communicate with museum staff, museum vendors, and with museum patrons for events. (Take direction; ask questions; provide responses and feedback.)
- Ability to willingly attend and participate in training sessions.
- Ability to learn and practice acceptable cleaning methods.

PHYSICAL/MENTAL/SENSORY DEMANDS

- The work environment characteristics described here are representative of those a Director of Marketing and Communications encounters while performing the essential functions of the role:
- Climate controlled art museum with display galleries, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. Work is performed primarily indoors and occasionally outdoors, in lobbies, art display galleries, public spaces and non-public offices and storage areas. Compliance with Museum health and safety-related protocols.
- While performing the duties of this job, the employee is frequently required to receive oral and written instructions and information in English and to clearly communicate in English in person, over the telephone, through email and through other electronic means. The employee is required to move about their work area, between galleries and storage areas, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 15 pounds unassisted. The employee is required to identify, observe, and assess visually or otherwise.
- Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Wadsworth may do so without undue hardship. The term “Qualified individual with a disability” means an individual who with or without reasonable accommodation can perform the essential functions of the position.

DISCLAIMER

- The preceding job description has been designed to indicate the general nature and essential functions and responsibilities of work performed by the employee in this job position. It may not contain a comprehensive list of all duties, responsibilities, and qualifications required for this role. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

HOW TO APPLY

- Wadsworth Atheneum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.
- You can do so by sending a cover letter noting the reason for your interest and salary requirements, plus your resume to: Staffing.Admin@TheWadsworth.org