CUSTODIAL SERVICES
Position Description

<table>
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<tr>
<th>Dept: Facilities</th>
<th>Reports to: Property Services Supervisor</th>
<th>Direct Reports: N/A</th>
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<td>Type: Full Time</td>
<td>FLSA: Non-Exempt</td>
<td>Date: 7/18/2023</td>
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POSITION DESCRIPTION
The Custodial Services position consists of routine work to maintain the cleanliness of the museum facility and grounds. Under general supervision from the Property Services Supervisor, the Custodial Services role 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, at times during weekends and evening events, and with regards to some weekends and events assignments, un-supervised and alone when necessary.

*Rotating weekends occur 2 times per month, and each are 4-hour shifts (total of 8 hours/month).

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).
- Painting and light maintenance responsibilities.
- 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.
- Must be knowledgeable about the configuration of the museum to ensure proper cleaning.
- Assist in preparation work during renovations and clean up.
- Acts as first/second level of response for urgent issues requiring clean-up.
- Must meet scheduling requirements per
- 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
- Vehicle/forklift Operations
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.
- Excellent interpersonal skills.

WORKING CONDITIONS

The work environment characteristics described here are representative of those the Custodial Services role 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 and as well as non-public offices and storage areas. In addition, the position requires the following:

- Able to lift 50 pounds or more.
- Able to work standing for long periods of time and moving throughout premises.
- Able to bend frequently.
- Ability to ascend and descend stairs and ladders.
- Specific vision abilities required, and include close vision, distance vision, depth perception, and the ability to adjust focus.
- Occasionally work near moving mechanical parts and in outside weather conditions.
- Noise level in the mechanical areas is usually loud.

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.

Salary: $16.00/hr.

HOW TO APPLY
Interested candidates should submit a resume and cover letter to HR@TheWadsworth.org