



Part-time Custodian

Seeking a part-time Custodian (20 hours per week); the position is available immediately. The hours are 6:00 a.m. to 10:00 a.m., weekdays and one weekend day per week. This position reports to the Custodial Supervisor.

Responsibilities include, but are not necessarily limited to:

Responsible for the cleanliness and upkeep of the assigned building through a variety of routine custodial duties such as sweeping, mopping, washing, dusting, stripping and buffing floors and other similar duties as assigned.

Essential functions of the position include but are not limited to the following:

Sweep and/or vacuum, mop, wax and buff floors; wash, dust and/or polish woodwork, windows, walls; clean restrooms sinks, toilets, or other furniture or fixtures as assigned; remove trash and other items to be trashed. Work from regular cleaning schedules, clipboards, work requests, or verbal instructions.

Maintain areas outside the building, including sidewalks. Remove debris and leaves. Assist in snow removal including shoveling, snow-blowing, and spreading sand and salt as needed.

Respond to emergencies such as snow and ice removal, water damage, etc., to ensure adequate safety conditions.

Perform set-ups of chairs, tables, equipment, etc. for routine meetings, classes, or programs; move the items and clean the space following the event. Move/relocate furniture, books, or other objects using hand trucks or dollies.

Maintain a supply of cleaning items, including those to be stored in the supply area. Individuals performing the duties associated with Custodian are exposed to strong chemicals.

Detect and report defective equipment or other questionable matters to appropriate supervisor.

Use of heavy equipment will be required when operating general custodial equipment

Assist with the delivery and removal of exhibits, changing light bulbs; unplugging sinks and toilets, etc. Perform other similar duties as required or requested by the Supervisor.

Qualifications include, but are not necessarily limited to:

Knowledge of cleaning methods, supplies and equipment is necessary. This position requires the ability to read, interpret, and follow instructions as noted on work orders and clipboards. A High School diploma or GED, and six months to 1 year of experience is required. This position requires the ability to lift and move object weighing up to 70 pounds. Custodians are considered essential personnel, in the event of inclement weather or an emergency, the individual filling this position will be required to report to work.

Interested persons should send a resume to: bnobel@springfieldmuseums.org by Monday, July 2, 2018.