Position Title: Custodian

Department: Facilities & Exhibits
Job Status: Full-Time
FLSA Status: Exempt
Reports to: Facilities
EEOC Job Classification: Facilities/Maintenance
Supervises: N/A
Work Schedule: Monday - Friday 7a-Noon; 20-25hr/wk
Date Revision: 2024

POSITION SUMMARY
Custodians are responsible for maintaining a clean, comfortable, and safe environment for visitors and employees of cMoe. Custodians ensure that museum facilities present a positive image to the public.

ADA: REASONABLE ACCOMMODATIONS STATEMENT
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be provided in order to enable qualified individuals with disabilities to be able to perform the essential functions.

ESSENTIAL JOB FUNCTIONS FOR THE POSITION

- Responsible for cleanliness of facility and surrounding facility grounds on multiple floors.
- Cleans floors and surfaces by sweeping, vacuuming, mopping, dusting, etc.
- Empties trash cans in all offices, visitor spaces, and behind-the-scenes spaces, replaces liner in cans, and carries out garbage to dumpster.
- Cleans and sanitizes restrooms, including spot checks throughout the day and replenishes supplies.
- Maintains backstock of supplies and notifies supervisor of needed supplies.
- Washes windows (including seals and ledges), doors, elevators, blinds/shades/curtains walls, metal, porcelain, and woodwork throughout visitor areas.
- Cleans glass exhibit cases and exhibit features on a rotating schedule as outlined by the department supervisor.
- Picks up litter from around building and grounds as needed and assists with exterior sweeping as needed.
- Removes snow from sidewalks and places ice melt as needed.
- Opens and closes, locks and unlocks facilities as needed.
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
- Supports set up and break down of tables and chairs for special events as needed.
- Assists with other building maintenance activities as time allows.
- Changes light bulbs and fluorescent tubes.
- Participates in staff meetings, meetings with supervisor as needed.
- Supports monthly facility projects as scheduled, such as power spraying sidewalks, deep cleaning exhibits, etc.
POSITION QUALIFICATIONS

Competency Requirements (Check all that apply)

✓ Accuracy  Ability to perform work accurately and thoroughly.
✓ Communication  Ability to communicate effectively with others using the oral / written word.
✓ Child-Oriented  Ability to take care of the children’s needs while following company procedures.
✓ Time Management  Ability to utilize the available time to organize and complete work within given deadlines.
✓ Work Under Pressure  Ability to complete assigned tasks under stressful situations.
✓ Analytical Skills  Ability to use critical thinking and reasoning to solve a problem.
✓ Reliability  Ability to be dependable and demonstrate excellent attendance and punctuality.
✓ Applied Learning  Ability to apply learned skills and experience to novel situations and circumstances.
✓ Problem Solving  Ability to find a solution for or to deal proactively with work-related problems.
✓ Customer Service  Ability to handle a wide range of people to maintain high customer service
✓ Computer Skills  Demonstrated use of Microsoft Office Suite and Computer Software.
✓ Organizational Skills  Ability to organize and prioritize tasks and follow a systematic method to do tasks.
✓ Accountability  Ability to accept feedback, take responsibility and be accountable for own actions.

Experience Requirements

Education  N/A
Certifications/Licenses  Valid Driver’s License or Demonstrated reliable transportation
Experience  Custodial experience preferred
Additional  Must successfully pass a background check and drug screen; willingness to work flexible hours
Requirements  including evenings, weekends and holidays as needed

Physical Demands (Insert code for each)

<table>
<thead>
<tr>
<th>Physical Demands</th>
<th>Lift / Carry and Push / Pull</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand</td>
<td>C</td>
</tr>
<tr>
<td>Walk</td>
<td>C</td>
</tr>
<tr>
<td>Sit</td>
<td>O</td>
</tr>
<tr>
<td>Manually Manipulate / Grasp</td>
<td>C</td>
</tr>
<tr>
<td>Reach Above Shoulder</td>
<td>C</td>
</tr>
<tr>
<td>Climb Stairs</td>
<td>C</td>
</tr>
<tr>
<td>Crouch / Crawl</td>
<td>C</td>
</tr>
<tr>
<td>Squat or Kneel</td>
<td>C</td>
</tr>
<tr>
<td>Bend</td>
<td>C</td>
</tr>
</tbody>
</table>

Other Physical Requirements

| Visual Acuity (see fine details) | C | Exposure to loud noises | C |
| Ability to Hear                | C | Exposure to general public | C |
| Ability to Read / Write        | C | Exposure to slick walking surfaces | C |
| Ability to Speak               | C | Exposure to office equipment | F |
| Ability to Discriminate Color  | C | Exposure to chemicals | O |
| Ability to use hand tools      | C | Exposure to power tools/equipment | F |

Work Environment

Employee Signature: __________________________________________ Date: ____________________

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.