

Job Description: Seasonal Custodian

Objective: Under the Custodial Supervisor, to ensure that all duties in the physical plant and specified collections are completed in a professional and competent manner according to standards established by the administration.

Level of Responsibility:

- Reports to: Custodial Supervisor
- Supervisory duties: None

Job Duties:

- Reports to the Custodial Supervisor duties accomplished, as well as damaged, missing, or malfunctioning items in the physical plant.
- Perform all tasks necessary to maintain the required level of cleaning in all areas of the museum, as assigned by the Custodial Supervisor.
- Work flexible hours, including night shifts and weekends.
- Must be disciplined enough to work alone.
- Be responsible for the care and safety of the museum and its collections during the course of their duties.
- Perform additional duties, either incidental or implied, consistent with the employee's background or training, or which may be reasonably delegated as being in the best interest of the Center.

Standards of Performance:

- Successfully carry out the functions outlined above in an efficient and timely fashion.

Qualifications:

- Previous janitorial experience required.
- Must be able to lift 50 lbs.

Classification: The position of Seasonal Custodian is classified as a seasonal position and is eligible for overtime and compensatory pay. In some instances, the normal work schedule may require that the prevailing forty-hour work week may be adjusted to ensure that necessary services are provided.