

## **Job Description: 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 Full-time Custodian is a non-exempt classification 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.