

## **Job Description: Custodian**

**Date:** June 2020  
**Title:** Custodian  
**Department:** Facilities  
**Position Reports To:** Custodial Supervisor  
**Status:** Non-Exempt / Full-Time

**Summary:** The Custodian will clean and maintain the Center's properties.

### **Job Duties:**

- Perform general cleaning and janitorial duties in all areas of the Center.
- Report duties accomplished each shift.
- Report damages, missing, or malfunctioning items.
- Responsible for the care and safety of the museum and its collections during the course of their duties.
- Work flexible hours, including night shifts and weekends.

### **Competencies:**

- Ability to work independently as well as with a team.
- Ability to clean collections with special care.
- Must be detail-oriented and thorough.
- Must be self-motivated.

### **Supervisory Responsibilities:**

- None

### **Qualifications:**

- Previous janitorial experience required.
- Must be able to lift 50 pounds.
- Available to work flexible hours, weekends, and on occasion overtime.

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **EEO Statement:**

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

### POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		x		
Standing			x	
Walking			x	
Bending Over			x	
Crawling		x		
Reaching		x		
Crouching		x		
Kneeling		x		
Balancing		x		
Pushing/Pulling			x	
Lifting/Carrying 10 lbs or less			x	
11 lbs to 25 lbs			x	
26 lbs to 50 lbs			x	
51 lbs to 70 lbs		x		
Manual Dexterity		x		
Fine Motor Skills		x		
Gross Motor Skills		x		
Eye/Hand Coord.		x		
Near Vision		x		
Far Vision		x		
Color Recognition			x	
Hearing			x	

### ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside	x		
Working Inside	x		
Working Alone	x		
Working Closely With Others	x		
Excessive Cold/Heat		x	
Excessive Humidity/Dampness		x	
Noise/Vibrations	x		
Working with Chemicals/Detergents/Cleaners	x		
Working Around Fumes/Smoke/Gas	x		
Walking on Uneven Surfaces	x		
Motorized Equipment or Vehicles	x		
Working With Machinery/Motorized Equip.	x		
Climbing on Scaffolds or ladders	x		