

Job Description: Custodian

Date: Summer 2020
Title: Custodian – Part-time / Year-round
Department: Facilities
Position Reports To: Custodial Supervisor and/or Full-time Custodian as directed
Status: Non-Exempt / Year-round

Summary: Under the direction of the Custodial Supervisor or designated Custodian, the Part-time / Year-round Custodian will clean and maintain the Center's properties.

Job Duties:

- The Part-time Year-round Custodian may use manually operated tools, electrically powered machines, cleaning compounds, solvents, and chemicals.
- Perform all tasks necessary to maintain the required level of cleaning in all areas of the Center, as assigned by the Custodial Supervisor.
- Report duties accomplished, as well as Center property that is damaged, missing, or malfunctioning.
- Responsible for the careful handling and safety of the collections while completing their work.

Competencies:

- Ability to work alone and as a team member.
- Detail-oriented.

Supervisory Responsibilities:

- No supervisory duties.

Required Education and Experience:

- Previous janitorial experience is preferred.
- Must be able to lift 50 lbs.
- Ability to work flexible hours including weekends and night shifts 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.

Classification:

The position of Part-time, Year-round Security Officer is a non-exempt classification and is eligible for overtime. Evening and weekend work may be required. Occasionally overtime work may be required.

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.

	<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			x	
10 lbs or less				
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	

	<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		