

Job Description: Part-time Seasonal Custodian

Date: Spring 2021
Title: Custodian / Part-time Seasonal
Department: Facilities
Position Reports To: Custodial Supervisor
Status: Non-Exempt / Seasonal

Summary: 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.

Job Duties:

- Report 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 reasonable delegated as being in the best interest of the Center.

Supervisory Responsibilities:

- None.

Standards of Performance:

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

Qualifications:

- Previous janitorial experience preferred.
- 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 week may be adjusted to ensure that necessary services are provided.

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.