

Job Description: Custodian

Date: Spring 2025
Title: Custodian
Department: Facilities
Position Reports To: Custodial Supervisor
Status: Non-Exempt / Full-Time

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

Job Duties:

- Perform general cleaning and janitorial duties in all areas of the Center as directed. Cleaning and janitorial duties may include sweeping, mopping, vacuuming, carpet sweeping, carpet shampooing, floor stripping and sealing, dusting, cleaning glass and plexiglass, emptying garbage cans, cleaning restrooms, running custodial-related equipment and machinery, event tear down, and other tasks as assigned.
- Reports duties accomplished each shift to Supervisor.
- Reports damaged, missing, or malfunctioning items or equipment to Supervisor.
- Work safely near collections objects, following Supervisor's instructions to ensure the safety of the museum's collections.
- Work flexible hours, including night shifts and weekends.

Competencies:

- Ability to work independently and as a team member.
- Ability to clean collections with special care.
- Must be detail-oriented and thorough.
- Must have excellent time management and organizational skills.
- Must be self-motivated.
- Must be able to follow safety instructions related to using chemicals and other safety hazards.

Supervisory Responsibilities:

- None.

Required Education and Experience:

- Previous janitorial experience required.
- Must be able to lift 50 lbs.
- Available to work flexible hours, weekend 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 Equipment	x		
Climbing on Scaffolds or Ladders (Step Stool)	x		