

Job Description

Date:	Spring 2026
Title	Custodian – Seasonal
Department:	Facilities
Position Reports To:	Custodial Supervisor and/or Full-Time Custodian as directed
Status:	Non-Exempt /Seasonal

Summary:

Under the direction of the Custodial Supervisor or designated Custodian, the Seasonal Custodian will clean and maintain the Center's Properties.

Job Duties:

- The Seasonal 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 museum, as assigned by the Custodial Supervisor.
- Reports duties accomplished, as well as and 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 occasional 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.

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