



### Nordic Museum 2019 Job Description

<b>Position Title:</b>	Part Time Custodian
<b>Department:</b>	Operations
<b>Reports To:</b>	Facilities Coordinator
<b>Status:</b>	Part Time, Non-Exempt
<b>Revision Date:</b>	05/20/19

<b>Position Overview</b>	The Custodian is responsible for keeping the museum clean, orderly, and in good condition.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"> <li>• Ensure that Museum facilities including public areas, staff spaces, bathrooms, and kitchen are kept clean and in good condition. (Cleaning tasks include, but are not limited to; vacuuming, sweeping, mopping, dusting, windows, sanitizing restrooms and kitchen, dishes, laundry).</li> <li>• Collect and sort waste for garbage and recycling in all areas.</li> <li>• Provide as needed custodial support for events, (tasks include, but not limited to; table and seating set up and break down, cleaning dishes, washing linens, mopping floors).</li> <li>• Assess and report required custodial issues to Director of Operations.</li> <li>• Track and report custodial supply needs to the Operations Coordinator.</li> <li>• Work proactively with Facilities Coordinator to ensure that meeting, program, event and rental spaces are clean and set up for use.</li> <li>• Maintain working knowledge of building; locations of shut-off valves, fuse boxes, thermostats, gas and water meters, fire alarm systems and extinguishers, etc.</li> <li>• Maintain grounds; mow grass, blow leaves, weed, sweep, power wash, and remove debris and leaves from parking lot, sidewalks, and roof. Includes seasonal upkeep of vegetation.</li> <li>• Monitor building and grounds, and ensure that exterior areas are well maintained, and safe.</li> <li>• Support afternoon/evening visitor services and event staff.</li> </ul>
<b>Other Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Exhibit professional public presence.</li> <li>• Ability to communicate clearly and effectively with Museum staff, volunteers.</li> <li>• Elementary facilities maintenance.</li> <li>• Ability to work independently and in a team setting.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Position requires the ability to function on one's feet for majority of the day.</li> <li>• Position requires the ability to walk frequently, stand for extended periods, climb, push, lift (up to 60lbs), stoop, or carry of equipment and materials.</li> <li>• Position requires visual acuity, manual dexterity, and the ability to</li> </ul>



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	<p>perform physically demanding activities.</p> <ul style="list-style-type: none"><li>• Relevant experience.</li><li>• Work schedule is a part-time, 16 hour per week, Friday and Saturday schedule, with possibility of pick-up shifts, depending on availability.</li><li>• Valid driver's license.</li></ul>
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NOTE: This job description is not intended to be all-inclusive. All employees are expected to perform other duties to meet the ongoing needs of the organization.