

JOB DESCRIPTION

Position Title: Custodian

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Position Reports to (Title): Head Custodian **Effective Date:** June 2021

Department: Property & Facilities **Exempt/Non-Exempt:** Non-Exempt, Part-time, Flexible

1. Position Summary

This position is responsible for the custodial care of the Powell Gardens campus. The primary role of this position is to maintain the cleanliness of public and staff areas of the garden campus, provide support for special events (setup and tear-down), order supplies and vending materials.

2. Representative Duties

Maintain Facility Cleanliness

1. Maintain cleanliness of facilities designated for public use
2. Maintain cleanliness of private office spaces on a routine basis

Special Events & Program Support

1. Assist with chair, table and/or bar setup and teardown for venue rentals, programs, culinary events and development events.

Supply Management

1. Report supply needs to head custodian in a timely manner
2. Order, manage and rotate vending stock as needed

Special Projects

1. Special cleaning/ongoing maintenance projects to be assigned during the off-season as needed

3. Sphere of Responsibility

Works closely with the Lead Custodian and seasonal staff to complete scheduled cleanings on time and efficiently and ensure that public spaces are always ready for visitors. Works with the Head Custodian, Assistant Manager, Special Events and other key staff to ensure that special projects and event support are managed based on number of work hours available.

4. Internal and External Contacts

Internal:

This position reports to the Head Custodian but will work closely with the special events department, visitor services staff, horticulture staff, development department and the education department.

External:

This position may interface with the general public on a daily basis to answer questions and assist with wayfinding.

5. Consequence of Error

Custodial staff is integral to ensuring a standard of excellence at Powell Gardens and encouraging positive public perception. Professional and timely actions related to all needs of this position are key to the overall success of revenue-generating income for the Gardens and repeat visitation. Failure to lead these efforts will result in lost revenue and possible negative word-of-mouth in the community.

Failure to adhere to the policies and procedures outlined in the Powell Gardens employee handbook will result in a verbal warning (first offense), written warning (second offense), and potential dismissal. Unethical behavior will result in immediate dismissal.

6. Experience/Education

Education	High school diploma or GED, required
Experience	Entry-level position; No experience necessary
Knowledge	Must have the ability & understanding to use proper cleaning products & machinery Basic handyman skills, attention to specific small details with the dexterity to clean in a detailed manner Must be a self-starter who can take initiative
Communications	Speak, listen and write in a clear, thorough and timely manner Diplomatic and professional Engage guests in a professional and friendly manner Proactive “can do” attitude Ability to manage multiple situations at once while remaining calm and collected
Core Competencies	Drives Results Has a strong bottom-line orientation – sets aggressive goals and high standards; persists in accomplishing objectives despite obstacles and setbacks; has a track record of exceeding goals successfully; pushes self and helps others achieve results; pursues everything with energy, drive, and the need to finish Plans and Aligns Contributes to key results through execution of job duties; makes sound and timely decisions related to job duties; consults others when appropriate; suggests ways to do the job better Resilient Stays focused and composed in stressful situations; maintains a positive and forward-thinking approach despite trouble circumstances and setbacks; takes constructive action to navigate difficulties or obstacles; is viewed as a source of confidence in high-stress situations

7. Work Environment/Physical Requirements

1. Flexible schedule: 20-30 hours per week; Can schedule hours anytime between 7am – 6pm; Must work a minimum of 4 hours on the days scheduled and at least two of those shifts have to be Thursday - Sunday; Must be available to work weekends, nights and holidays; must be available to work as required at events or programs; requires prolonged standing, mobility, lifting up to 75lbs, reaching & bending.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This description is not intended as a contract and is subject to change and revision.

Disclaimer Statement:

Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other duties requested by their department supervisor.

Accepted by: _____ Date: _____