



## Custodian Position Description

**FLSA Status:** Non Exempt Part-Time

**Reports to:** Director of Operations

### **Position Summary:**

As part of the BNC Operations Team, and under general supervision of the Director of Operations, the role of the Custodian is to maintain the cleanliness of the facilities of Blandford Nature Center. This position includes interaction with other staff, volunteers, parents, youth, visitors, and the environment. The hours, duties, and reporting structure of this position are subject to change at any time based on organizational needs, shifting priorities, and budget restrictions. It is an hourly, non-exempt position.

### **Duties & Responsibilities:**

Follows and completes the center's daily, weekly and monthly cleaning schedule.

In the Mary Jane Dockeray Visitor Center and the Peter M. Wege Environmental Education Center these duties include:

- Collects and bags all garbage from the center, placing the tied bags in a closed dumpster.
- Collects and bags all recycling from the center, placing the tied bags in a recycling bin.
- Disinfects and cleans garbage and trashcans, and changes bags daily.
- Washes and sanitizes bathroom fixtures daily with germicidal solution.
- Wet mops all washable floors daily including kitchen and bathrooms.
- Washes bathroom, kitchen, and other windows (inside and outside) and walls using germicidal solution as scheduled or needed.
- Vacuums all carpeting daily.
- Sweeps and clears entrance spaces daily.
- Dusts, washes and sanitizes other surfaces as specified in schedule.
- Performs other cleaning duties as specified in schedule.
- Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
- Removes cobwebs as needed.
- Changes light bulbs, as needed.

In the Learning Lab (LL) and Schoolhouse these duties include:

- Collects and bags all garbage from the LL and Schoolhouse, placing the tied bags in a closed dumpster.
- Disinfects and cleans garbage and trashcans, and changes bags as needed.
- Collects and bags all recycling from the LL and Schoolhouse, placing the tied bags in a recycling bin.
- Washes and sanitizes bathroom fixtures weekly with germicidal solution.
- Wet mops all washable floors weekly including kitchen and bathrooms.
- Washes bathroom, kitchen, and other windows (inside and outside) and walls using germicidal solution as scheduled or needed.
- Sweeps and clears entrance spaces daily.
- Dusts, washes and sanitizes other surfaces as specified in schedule.
- Performs other cleaning duties as specified in schedule.

- Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
- Changes light bulbs as needed.

Additional duties include:

- Reports the following to the Director of Operations:
  - Presence of animals, vermin or insects.
  - Prepares monthly supply request
  - Water leaks, and other maintenance needs.
  - All other health and safety hazards noticed.
- Participates in emergency drills and environmental safety activities as requested.
- Performs other duties as assigned.

Support for special events, rentals, and festivals

- Support major events such as fundraisers, rentals, and seasonal festivals as needed and/or requested

**Additional:**

- Builds and maintains positive working relationships with staff, trustees, and volunteers.
- Projects a professional image internally and externally.
- Self-motivated, problem solver with the ability to work both independently and as part of a team.
- Make decisions requiring good judgment in the absence of specific directions.
- Detailed-oriented, meticulous and organized.

**Qualifications:**

- High School Diploma
- Experience with proven knowledge of standard cleaning procedures, chemicals, products and equipment
- Knowledge of the Workplace Hazardous Materials Information System
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.
- Flexible schedule
- Dependable transportation
- Must pass a background check
- Valid Michigan Driver's License

**Physical Responsibilities:**

While performing the requirements of this job, the Custodian is regularly required to sit, stand, bend, or kneel for extended periods of time. The Custodian occasionally must be able to lift up to 50 pounds.

**Compensation:**

This is a paid, non-exempt, part-time position working 24 hours per week. The position pays \$10.50 per hour. The position qualifies for paid holidays and annual leave (PTO).

**To Apply:**

Please send the following documents electronically to [Katie@blandfordnaturecenter.org](mailto:Katie@blandfordnaturecenter.org):

- Cover letter
- Resume
- Full contact information for three (3) references (We will notify you before contacting employers)

Interviews will begin as qualified application packages are received. This position is open until filled.

*The policy of the Blandford Nature Center is to ensure that diversity, inclusiveness, and respect are integral parts of our day-to-day management and work. Blandford staff, board and volunteers commit to ensure equal access to Blandford and all of its educational opportunities by all people.*

*In essence, diversity includes all the characteristics, experiences, and cultural influences that make each of us unique individuals. All individuals are welcome at Blandford Nature Center, and all individuals, regardless of race, color, age, national origin, sex (including transgender status, gender identity, and pregnancy), religion, disability, genetic information, sexual orientation, marital status, political affiliation, status as a parent, will be treated with respect and dignity. By fostering an atmosphere of inclusion and respect, we can continue to value and appreciate the strengths afforded by differences in the styles, ideas, and organizational contributions of each person. We all share the responsibility to ensure diversity and inclusion throughout Blandford, and seek to recruit, engage, and retain a leadership composed of volunteers and staff that equitably and fairly represent our constituency.*