

**Custodian/Caretaker
Job Description
Part-time, 15-20 hours/week**

"Inspiring others through Susan B. Anthony's life and work is our purpose and passion."

The Custodian/Caretaker is responsible for keeping the grounds and facilities attractive, clean, and safe for the general public and staff.

QUALIFICATIONS

- ❖ Bondable
- ❖ Experience with power tools and small engines
- ❖ Capacity to lift and carry 35-50 lbs. and shovel snow
- ❖ Capacity to operate lawn mower, snow blower, weed trimmer, and other lawn equipment
- ❖ Good communication skills
- ❖ Aptitude/experience with security, telephone, surveillance systems, a plus
- ❖ Emergency response experience and site security experience, a plus
- ❖ Mechanical and electrical knowledge, a plus
- ❖ CPR Certification, a plus

SCOPE OF WORK

Maintains the physical plant and grounds of the Anthony Museum so that they are attractive, clean, and safe for the general public and staff.

PERFORMANCE RESPONSIBILITIES

- ❖ Opens campus and provides maintenance/security walkthrough
- ❖ Maintains exteriors of buildings and premises, including lawns, sidewalks, porches, and driveways (seasonally, this will include mowing, watering, leaf raking, sweeping, snow and ice removal, salt application)
- ❖ Completes daily tasks to prepare all campus building interiors for public and staff (includes re-stocking soap and paper products, replacing lightbulbs, sanitizing kitchen and bathroom surfaces and floors, vacuuming, and dusting, garbage and recyclables collection, etc.)
- ❖ Assists with hospitality, events, and meeting preparation as needed (may including setting up tables, chairs, linens, making coffee/tea, etc.)
- ❖ Manages inventory of supplies and equipment related to scope of work
- ❖ Maintains equipment related to scope of work (lawn mower, snow blower, leaf blower, etc.)
- ❖ Completes small maintenance repair projects and painting, as skills allow, and as requested by Deputy Director
- ❖ Provides support for off-hours events, as available
- ❖ Other duties as required

EMPLOYMENT CLASSIFICATION

Schedule: Part-time, hourly, 3-4 hours each day, five days each week
Has been Monday- Friday, but Tuesday – Saturday could work

Benefits: Eligibility for 403(b) match, paid vacation, paid holidays, shared-cost health insurance

Reports to: Deputy Director

Pay: \$25-30 per hour, depending on experience