Full-Time Custodian

New England Botanic Garden at Tower Hill believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. NEBG at Tower Hill is an equal opportunity employer.

Position Overview
This position provides support to all areas of NEBG at Tower Hill with duties including general custodial, event set up and breakdown, building and grounds maintenance, snow removal and other duties as assigned.

Benefits and Schedule
This custodian position is full-time, hourly position with benefits including paid vacation and sick time. The Custodian receives employer-paid life and disability coverage. This position is also eligible for health, dental, retirement, and other benefits. The standard work schedule for this position is 8 paid hours during the day with an unpaid 30-minute lunch break. The schedule will include one weekend day. At times, the custodian will need to be flexible with this schedule based on the needs of the event calendar.

Responsibilities

• General Duties:
  o Routine cleaning of common areas and restrooms, carpet, floor and window cleaning, polishing dusting, sweeping, trash removal
  o Restocking of supplies in various common areas, including restrooms
  o Respond to emergency clean up situations
  o Vacuuming. Washing, buffing floors with industrial equipment and cleaners

• Event Set up and Break down:
  o Understand, interpret and execute written and electronic work orders
  o Communicate with other departments effectively regarding set up needs, work orders and electronic messages using provided computers
  o Deliver portable equipment: tables, chairs, audio visual equipment, stations, pedestals, etc.
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- Configure pre-event set up
- Post-event breakdown and clean up

Building and Grounds:
- Cleaning of outside terraces, walkways, parking lots and entrances
- Assist with annual installation, removal and cleaning of window screens

- Required to work as part of the winter weather team including but not limited to plowing, shoveling snow, operating a snowblower and applying ice melt as needed, at times when property may be otherwise closed to staff and visitors. This work is paid at twice the hourly rate. The custodian may be called in on a day off.

- Responsibilities include opening/closing/securing the buildings and property gate depending on work schedule

- Other Duties as assigned

Requirements
- High School diploma or equivalent
- 2-3 years proven work experience
- Ability to work independently or as a member of a team
- Experience working with the public, customer service
- Previous custodial experience preferred
- Good work ethic, with a desire to stay busy

Safety
- Works with an awareness of surroundings and vigilant to any possible threat to the safety of visitors, volunteers, and staff or to their property. Ensures all concerns are reported promptly.
- Reports all accidents and injuries immediately to the Facilities Manager and/or Chief Financial & Operations Officer, or designee.
- Complies with provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.
- Use and preventative maintenance of equipment, tools, vehicles, and systems.

Physical Demands / Working Conditions:
- Must be able to lift 50 pounds and work outdoors in all seasonal extremes.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time and to navigate uneven grounds and stairs evenly.
- Must be able to effectively use standard office technology including telephones and computers, and Microsoft Office software including Outlook, Word, and Teams.

Requirements to apply:
- Must authorize a criminal background check
- Must be legally authorized to work in the United States
- Must have a valid driver’s license

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Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

In addition to being an Equal Opportunity Employer, New England Botanic Garden at Tower Hill aims to create an inclusive workplace that values each member of our team. We aspire to reflect and serve our visitors as well as the communities of Worcester County, Massachusetts and New England.

All NEBG at Tower Hill employees must be fully vaccinated (verification required) or be approved by NEBG at Tower Hill as exempt for medical or religious reasons. If the employee receives this accommodation, they must be tested weekly at a site of their choosing and provide a negative PCR test result to Tower Hill. A booster is required 5 months after 2nd Moderna or Pfizer Vaccine or 60 days after Johnson and Johnson vaccine. Subsequent boosters will be required as recommended by CDC guidelines unless otherwise notified.

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