

New England Botanic Garden at Tower Hill, 11 French Drive, Boylston MA 01505 508-869-6111

|                          |                    |                        |                                      |
|--------------------------|--------------------|------------------------|--------------------------------------|
| <b>Direct Manager:</b>   | Facilities Manager |                        |                                      |
| <b>Department/Group:</b> | Facilities         | <b>Job Category:</b>   | Non Exempt<br>Permanent<br>Full-time |
| <b>Rate:</b>             | 18.75 hourly       | <b>Travel required</b> | No                                   |
| <b>Location:</b>         | Boylston, MA       |                        |                                      |

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. New England is an equal opportunity employer.

### Position Overview

This position provides support to all areas of New England Botanic Garden with duties including general custodial, event set up and breakdown, building and grounds maintenance, and other duties as assigned.

### Schedule

This custodian position is full-time, with a set 40 hour work schedule Sunday through Thursday 9:00am-5:30pm, including a 30 minute unpaid meal break each day. However, the custodian will need to be flexible with this schedule based on the needs of NEBG at Tower Hill Special Events calendar which would include occasional evening hours for a few events throughout the year.

### Responsibilities

- General Duties:
  - Routine cleaning of common areas and restrooms, carpet, floor and window cleaning, polishing dusting, sweeping, trash removal
  - Restocking of supplies in various common areas, including restrooms
  - Respond to emergency clean up situations
  - Vacuuming. Washing, buffing floors with industrial equipment and cleaners
- Event Set up and Break down:
  - Understand, interpret and execute written and electronic work orders
  - Communicate with other departments effectively regarding set up needs, work orders and electronic messages using provided computers
  - Deliver portable equipment: tables, chairs, audio visual equipment, stations, pedestals, etc.
  - 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
- Performs winter weather tasks including but not limited to shoveling snow and applying ice melt as needed, at times when property may be otherwise closed to staff and visitors.
- Responsibilities include opening/closing/securing the buildings and property gate depending on work schedule
- Other Duties as assigned

#### **Education and Experience**

- High School diploma or equivalent
- 2-3 years proven work experience
- Experience working with the public, customer service
- Previous custodial experience preferred

#### **Requirements**

- Must have valid driver's license
- Good work ethic
- Must authorize a criminal background check
- Must be fully vaccinated with one booster for COVID-19 or willing to be vaccinated upon hire

#### **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 work with appropriate computer and communications equipment.

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