

Custodian

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

Direct Manager:	Facilities Manager		
Department/Group:	Facilities	Job Category:	Non Exempt Permanent Full-time
Rate:	16.75 – 19.00 hourly	Travel required	No
Location:	Boylston, MA	Apply at:	https://bit.ly/nebg-jobs

The custodian is expected to carry out the responsibilities of the job in ways that support NEBG's mission and its commitment to creating a diverse and welcoming organization.

- Being welcoming to all staff and the public
- Be respectful of staff differences and preferences
- Use gender neutral communication styles
- Respect everyone's pronouns

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 Tuesday through Saturday 7-3:30 pm, 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

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- 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 reliable transportation
- Must be legally authorized to work in the United States
 - Must authorize a criminal background check

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.

Safety

- Works with an awareness of surroundings and vigilant to any possible threat to the safety of staff and the public, or to NEBG property. Ensures all concerns are reported promptly.
- Reports all accidents and injuries immediately to an immediate supervisor 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.

In addition to being an Equal Opportunity Employer, NEBG 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.