



## Custodial Team Member

**Tuesday-Friday**

**8:30-6:30- Hour Lunch**

**Saturday**

**9:30-6:30- Hour Lunch**

### Position Summary

The Custodial Team Member is responsible for maintaining a clean, safe, and welcoming environment for children, families, staff, and volunteers. This role plays a critical part in ensuring exhibits, common areas, and facilities are sanitary, functional, and guest-ready at all times.

This custodial position requires flexibility in scheduling to support the needs of the museum. While regular working hours will be communicated in advance, hours are subject to change based on programming, facility needs, and special events. Employees may occasionally be asked to work outside of their typical or documented schedule to assist with event setup and breakdown, ensuring the space remains clean, safe, and ready for guests. Advance notice will be provided whenever possible, and teamwork and adaptability are essential to success in this role.

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### Key Responsibilities

#### Cleaning & Sanitation

- Clean and disinfect high-touch surfaces, exhibits, restrooms, and common areas regularly
- Sweep, mop, vacuum, and maintain floors throughout the facility
- Empty trash and recycling bins and replace liners
- Clean windows, mirrors, and glass surfaces as needed
- Follow all health and sanitation guidelines, especially in child-focused spaces

#### Exhibit Care & Reset

- Wipe down and sanitize interactive exhibits between use or at scheduled intervals
- Reset exhibits to ensure they are safe, organized, and ready for guests
- Report damaged or unsafe exhibits to management immediately

#### Restroom Maintenance

- Clean and restock restrooms (toilet paper, soap, paper towels)

- Monitor throughout the day to ensure cleanliness and safety
- Address spills or hazards promptly

### **Safety & Facility Monitoring**

- Identify and report maintenance issues, hazards, or safety concerns
- Respond quickly to spills, accidents, or urgent cleaning needs
- Follow emergency procedures when necessary

### **Inventory & Supplies**

- Monitor cleaning supply levels and notify supervisor when restocking is needed
- Properly store and handle cleaning products according to safety guidelines

### **Qualifications**

- Previous custodial or cleaning experience preferred but not required
- Ability to work independently and manage time efficiently
- Strong attention to detail and commitment to cleanliness
- Ability to lift up to 30–50 lbs and perform physical tasks (standing, bending, walking)
- Comfortable working in a family-oriented, high-energy environment

### **Preferred Skills**

- Experience in schools, childcare facilities, or museums
- Knowledge of safe cleaning practices and disinfecting procedures

### **Preferred Certifications**

- Bloodborne Pathogens Training
- PPE (Personal Protective Equipment) Training
- First Aid / CPR / AED Certification
- Fork Lift/ Boom Lift certification

### **Work Environment**

- Fast-paced, interactive children's environment
- Frequent exposure to noise, activity, and high foot traffic
- May require evening or weekend shifts depending on events and programming