

GENERAL INFORMATION

Title: Custodial Worker

Classification: Nonexempt

Salary: \$15 hourly minimum

Reports to: Asst. Maintenance Chief

JOB DESCRIPTION

Summary/Objective

The Custodial Worker will assist the Supervisor in assuring a positive visitor experience at this National Historic Landmark. This position is responsible for maintaining a clean environment in a safe manner. The area of responsibility includes inside structures and on the grounds, for both staff and visitors. Another key responsibility is providing logistical services for meetings, programs, and rentals.

Supervisory Responsibility

None

Essential Functions

Operates automatic housekeeping equipment for floor cleaning including buffing and carpet shampoo machines and other equipment; scrubs, strips and waxes floors and shampoos carpets.

Operates wall vacuum cleaners and wall washing equipment; cleans walls, curtains, drapes, Venetian blinds, and using ladders as necessary. Maintains working order and cleanliness of wall washing equipment, floor machines, vacuum cleaners, wet-dry vacuum cleaners, automatic scrubbing equipment, wringers, dollies, and floor signs; makes minor repairs when necessary.

Performs routine daily cleaning of offices, lobbies, conference rooms and classrooms; mops floors, dusts and polishes furniture; washes woodwork and fixtures.

Scrubs and disinfects restroom floors; cleans tile, dividers and baseboards; cleans, polishes, and disinfects toilets; checks and replenishes linen, toilet paper, hand soap, and deodorizers.

Cleans and changes trash and garbage cans and relines with plastic trash bags as required; washes outside surfaces and refrigerators, cabinets, and furniture.

Changes light bulbs as required.

Sets up and stores tables, chairs, other furnishings, equipment, and materials as needed to give logistical support to meetings, programs, and rentals. Provides onsite support to requests for help during these events. Watches for problems or issues and addresses them for the safety and welfare

of staff and guests. Keeps restrooms cleaned and stocked as required. Cleans up following the events.

Performs related work as required.

Competency or position requirements

Knowledge of the materials, methods, and equipment typically used in janitorial work. Knowledge of operation and routine care of various types of automatic housekeeping equipment. Knowledge of disinfectants used in cleaning restrooms and other common areas. Some knowledge of general sanitation standards in cleaning work. Ability to make minor repairs and adjustments to automatic cleaning equipment. Ability to work with a minimum of supervision from written job procedures and work schedules. Ability to understand and follow simple oral and written instructions. Physical strength and agility sufficient to perform assigned duties.

Work Environment/Physical Demands

This position can expect to spend much of their time outside working in the elements and mechanical rooms. Must also have the ability to climb ladders, lift and move 25-50 lbs. frequently and 50-100 lbs. occasionally. This list is not all inclusive.

Position Type/Expected Hours of Work

This is a full-time position, working a varying schedule that may include weekend and holidays. Some overtime will be required.

Travel

Travel is not anticipated.

JOB REQUIREMENTS (EDUCATION, EXPERIENCE, CERTIFICATION)

Education and Experience

Required: Completion of the eighth grade. Six months of experience in custodial or janitorial work to include experience in heavy-duty cleaning and manual labor are required.

Preferred: High School Diploma or GED, 2 years of experience in custodial or janitorial work to include experience in heavy-duty cleaning and manual labor. With at least 6 months in a Historic property.

Certifications Required

None.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply

Please submit a cover letter and resume to:

HRVizcaya@vizcaya.org

EOE

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