



## POSITION DESCRIPTION

### CUSTODIAL WORKER

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://www.vizcaya.org)). The Custodial Worker will assist the Supervisor in assuring a positive visitor experience at Vizcaya. This position is responsible for maintaining a clean environment in a safe manner. The area of responsibility includes inside buildings and on the grounds, for both staff and visitors. Another key responsibility is providing logistical services for meetings, programs, and rentals.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

#### Essential Functions

- Cleans, scrubs, polishes, and sanitizes restrooms, including floors, walls, fixtures, and hardware. Replenishes supplies frequently.
- Operates automatic equipment and hand-controlled tools for cleaning hard surface floors, carpeted floors, steps/stairs, fountains, walls, windows, and other vertical surfaces. Uses ladders when necessary. Ensures equipment and tools are kept clean and in working order.
- Performs routine cleaning of surfaces in office spaces, conference rooms, staff break room, and other communal areas.
- Removal of trash and recycling, filling receptacles with new bags, cleaning receptacles when necessary.
- Ensures safety for staff and visitors with appropriate signage, stanchions, and other visual notification measures.
- Replaces light bulbs and performs minor repairs and non-technical maintenance when required.
- Provides logistical support for various events, including setting up and breaking down/storing tables, chairs, other furnishings, equipment, and materials. Monitors events for issues and addresses them quickly and safely. Provides onsite support for requests. Keep restrooms cleaned and stocked and cleans up post-event.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

#### Compensation

Vizcaya Museum and Gardens offers competitive compensation with a minimum wage of \$17/hour, generous paid leave, a retirement benefits, and robust medical and other insurance for full-time employees.

### Equal Opportunity Employer

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

### To Apply

Please submit a resume and a cover letter expressing your interest in this position to:

[HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org)

### Education and Work Experience

- Required: High School Diploma or GED. 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, with 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.

### Skills and Attributes

- Positive attitude
- Verbal communication and interpersonal skills
- Adaptability and flexibility
- Quality awareness and attention to detail
- Time management and multi-tasking abilities
- Ability to work with minimal supervision

### Work Environment/Physical Demands

Work is conducted both indoors and outside. Physical strength and stamina are required for standing and walking for long periods, climbing ladders, as well as lifting and carrying up to 50 pounds. Vizcaya is a non-smoking environment.

### Position Type/Expected Hours of Work/Schedule

This is a full-time (40 hours per week), exempt position.