



POSITION DESCRIPTION

CUSTODIAL WORKER

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Custodial Worker is responsible for maintaining a clean environment in a safe manner. Another key responsibility is providing logistical services for meetings, programs and rentals. The position is on the Finance and Operations Team in the Facilities Department and reports to the Maintenance Chief.

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

- Clean, scrub, polish and sanitize restrooms, including floors, walls, fixtures and hardware. Replenish supplies frequently.
- Operate automatic equipment and hand-controlled tools for cleaning hard surface floors, carpeted floors, steps/stairs, fountains, walls, windows and other vertical surfaces. Use ladders when necessary. Ensure equipment and tools are kept clean and in working order.
- Perform routine cleaning of surfaces in office spaces, conference rooms, staff break room and other communal areas.
- Remove trash and recycling, fill receptacles with new bags, clean receptacles when necessary.
- Ensure safety of staff and visitors with appropriate signage, stanchions and other visual aids.
- Replace light bulbs and perform minor repairs and non-technical maintenance when required.
- Provide logistical support for meetings, programs and events, including setting up and breaking down/storing tables, chairs and other equipment and materials. Provide onsite support during events, including cleaning and stocking of restrooms; monitor and address issues quickly and safely; clean 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.

Position Requirements

- At least one year of experience in custodial or janitorial work to include heavy-duty cleaning.
- High School Diploma or GED.

- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration and customer service.
- English fluency and good verbal communication skills.
- Quality awareness and attention to detail, time management and multi-tasking abilities; and ability to work with minimal supervision.

Compensation

Vizcaya Museum and Gardens offers competitive compensation, generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. The starting salary for this position is \$19/hour.

To Apply

Please submit a resume expressing your interest in this position to: HRVizcaya@vizcaya.org. Please reference the position title in the subject line of your email.

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.

Work Environment/Physical Demands

Work is conducted both indoors and outside and requires interaction with other staff and the public. 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. The schedule is typically five consecutive days, from 7:00 AM to 3:30 PM, but may be adjusted based on staffing needs and to cover planned events. Overtime may be expected, especially during the busy season.

Updated October 28, 2024