

## Position Description

Position Title: Custodian / Maintenance Assistant

Reports To: General Services Manager

Type of Employment: Part Time

Hours: Monday – Wednesday 6:00 am to 4:30 pm

Status: Hourly (Non-exempt, eligible for over time)

### **Position Summary**

Tohono Chul seeks a team-oriented Custodian / maintenance Assistant who will thrive in a fast-paced environment and who is well-suited to working collaboratively with staff and volunteers. Responsible for cleaning designated areas including emptying trash, vacuuming, mopping, dusting, and sanitizing. Working conditions include outdoor environment, extreme temperatures, lifts or carries heavy objects.

### **Essential Duties and Responsibilities**

- Clean designated areas including emptying trash, vacuuming, mopping, dusting, and sanitizing.
- Take trash and recycling to appropriate areas
- Assist with wet-up and rear down for events and rentals.
- Assist Maintenance Lead with various projects
- Other duties as assigned

### **Knowledge, Skills and Abilities**

- Working knowledge of cleaning tools and chemicals.
- Comfortable working with the general public.
- Working knowledge of safety procedures.
- Able to work independently and prioritize multiple tasks.
- Able to follow oral and written instructions.
- Able to work effectively with a team.

### **Minimum Required Qualifications**

- Basic knowledge of commercial cleaning, equipment and chemicals.
- High School Diploma or Equivalent
- Must meet all physical requirements and be able to take direction.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to walk; climb or balance; stoop, kneel,



crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, anything greater should be done with assistance.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, pesticides or other chemicals. The noise level in the work environment is usually moderate.

### **To Apply**

Submit resume and cover letter via email to:

Human Resources – [humanresources@tohonochul.org](mailto:humanresources@tohonochul.org)