

BUFFALO SOCIETY OF NATURAL SCIENCES

Buffalo Museum of Science - Inspiring curiosity through exploration

Tiff Nature Preserve - Valuing nature's wisdom

Dep't./Division: Buildings and Grounds

Position Title: Custodian

Primary Reporting Responsibility: Head of Buildings & Grounds

Status: Non-exempt

Overview: At the Buffalo Society of Natural Sciences, we take pride in providing an environment that inspires curiosity, self-directed learning and fun for our guests of all ages. All staff are recruited, trained, directed and developed with this in mind. We believe that science is fun and that everyone can be a scientist when they make observations and ask questions. Research shows that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Summary of Position: Under the guidance and supervision of the Head of Buildings & Grounds; this position is responsible for the timely, scheduled or as needed, general cleaning duties of all properties operated by the Society. Job duties pertain to public and non-public spaces at both locations. This position works closely with all other departments to provide appropriate setups for programs, meetings, special events, building rentals and other functions at the Society. All job duties are performed in accordance with standard safety principles and practices.

Custodian Essential Functions:

- Follows and completes the Society's daily, weekly and monthly cleaning schedule.
- Clean building floors by sweeping, mopping, waxing, scrubbing or vacuuming in both public and non-public spaces.
- Gather and empty trash.
- Service, clean, sanitize and supply restrooms.
- Tidy up restrooms, hallways, and galleries as necessary throughout the day.
- Refills paper towel, tissue, toilet paper and hand soap in all dispensers
- Dust/polish furniture and fixtures, cabinetry, inside and out.
- Clean windows, glass partitions, mirrors and stainless steel, using appropriate methods.
- Dusts, washes and sanitizes other surfaces as specified
- Clean and maintain building exterior walkways, steps, ramps and entrances.
- Assist in the maintenance of the Society's grounds, including snow removal, reuse pick-up, raking of leaves, etc.
- Remove snow/ice from sidewalks, driveways, and parking areas using snow shovels or snow melting chemicals.
- Set up, arrange, and remove tables, chairs, ladders, to prepare facilities for events such as exhibition openings, private events, meetings, facility rentals, special events, and education events.
- Assist in the re-order of daily consumables as they pertain to Operations
- Assist with simple repairs when needed or required.
- Maintain at all times a friendly and outgoing disposition.
- Perform other duties as assigned by the Head of Buildings & Grounds.

Educations/Experience:

- Minimum High School Diploma or equivalent.
- 1-year experience as a custodian, janitor or building technician.

Qualifications, Knowledge, Skills and Abilities Required:

- Impeccable integrity.

- Displays a well-composed professional attitude at all times, especially when working in the public eye.
- Interacts with patrons and public in respectful professional manner.
- Dresses appropriately for all occasions.
- Weekend schedule, occasional flexible hours as situations arise.

Physical Activities Required to Perform Essential Functions:

- Must be physically fit and able bodied.
- Sitting/Standing/Walking: must be able to walk and move tools and supplies around the museum or grounds.
- Standing/Kneeling/Moving around the work area is required in performing custodial duties.
- Lifting/Carrying/Pushing/Pulling: The ability to lift and carry minimum of 50 pounds is necessary for moving equipment, tools and equipment/supplies.
- Stooping/Kneeling: The ability to stoop and kneel is necessary to perform many custodial duties.
- Position requires climbing stairs and ladders, walking long distances, standing for extended periods of time.
- Reading and understanding printed materials and schedules
- Hearing and speaking with people in person and on a telephone / two-way radio routinely on a daily basis
- Moving around and between the Society's sites.
- NYS Driver's License desired but not mandatory
- Must be able to work flexible hours, including weekends, holidays, and evenings as necessary.

The Museum's culture is one of collaboration, collegiality, and teamwork. Candidate must enjoy working with people and have a desire to produce products and experiences of the highest quality. This job description is not intended to be interpreted as a comprehensive inventory of all duties, qualifications and work conditions. There will be times when the duties of this position will be modified in order to provide the best possible experience for our guests.

Please send cover letter, resume, salary requirements and names of three references.

EOE