

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION
Custodian / Sanitizer

Inspiring Curiosity through Exploration
Valuing Nature's Wisdom

Department: Buildings and Grounds

Position Title: Custodian / Sanitizer

Primary Reporting Responsibility: Head of Buildings and Grounds

Status: Full Time/ Non-Exempt

Overview: At the Buffalo Society of Natural Sciences, we believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages. We know 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 and Grounds, this position will prioritize scheduled or needed sanitization activities, as well as complete general cleaning of all properties operated by the Society. Job duties pertain to public and non-public spaces. This position works closely with all other departments to provide appropriate setups for programs, meetings, events, building rentals and other functions at the Society. The Custodian/Sanitizer maintains flexible hours, including weekends, holidays, and evenings as necessary. All job duties are performed in accordance with standard safety principles, practices and organization SOPs.

Priority Projects: With the onset of the COVID-19 pandemic, all staff of the Buffalo Society of Natural Sciences will be required to perform duties and tasks that support the operation of the entire Society and may fall outside those tasks primarily associated with this function. To that end, staff may be required to take on additional roles including, but not limited to, guest services, capacity monitoring, cleaning and sanitation. These tasks will be assigned by your supervisor and take priority over other duties as outlined in this job description.

Essential Functions:

- Sanitizes spaces and activities at both facilities on a set schedule and as needed, using a variety of tools, techniques and supplies.
- Completes all daily, weekly and monthly cleaning on schedule, according to SOPs.
- Dusts off lighting fixtures, furniture, cabinets, display items and surfaces.
- Refills dispensers including paper towels, toilet paper, soaps, and hand sanitizer.
- Cleans and sanitizes surfaces including glass, acrylic, mirror, stainless steel, wood, stone, and laminate using appropriate supplies and tools.
- Services restrooms by cleaning, sanitizing using disinfectants and restocking all supplies.
- Clean and maintain safe hallways, staircases, elevators, offices, closets, and galleries, organized as necessary.
- Floors cleaned, swept, vacuumed, scrubbed, mopped, and waxed per SOPs.
- Trash receptacles emptied, cleaned and relined.
- Clear and maintain safe exterior walkways, steps, ramps and entrances using snow shovels or snow melting chemicals.

- Prepare facilities for rentals, events, meetings, and exhibits, including setup, and removal of tables, chairs, ladders, platforms and the like.
- Maintain a friendly, and professional disposition with staff, customers, and guests.
- Perform other duties as assigned by Supervisor.

Education, Experience, Skills and Qualities Required:

- High School Diploma or equivalent, preferred.
- 1-year experience as a custodian, janitor, building technician or equivalent.
- Will complete on the job training to master use of specific sanitization tools and techniques.
- Basic understanding of cleaning methods, supplies and their use (soaps, solvents, disinfectants)
- Basic knowledge of cleaning tools and equipment (mop, vacuum, scrubber, electrostatic sprayer)
- Maintain a friendly and professional disposition with staff, customers, and guests.
- Dress in branded, laundered, clean, or other supervisor approved clothing.
- Weekend schedule, occasional flexible hours as situations arise.

Physical Demands:

- Successfully complete training in use of sanitization tools and proper techniques.
- Must be in good physical health, able bodied.
- Requires ability to kneel, sit, stand, and walk for long periods of time.
- Requires ability to move tools, equipment, and supplies around the facilities and grounds.
- Requires ability to carry, push/pull a minimum of 60 pounds.
- Requires ability to climb stairs, use ladders and lift equipment.
- Ability to read and understand printed materials and schedules.
- Ability to hear, understand, and communicate with people, in-person, on telephone, and by radio.
- Able to travel between the Society's facilities/sites (i.e. Museum and Tiff Nature Preserve).
- NYS Driver's License desired, but not mandatory
- Must be able to work flexible hours, including weekends, holidays, and evenings.

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time.

The Society's culture is one of collaboration, collegiality, and teamwork. The incumbent must have a desire to work in a mission-first and audience-centered culture; produce products and experiences of exceptionally high quality; enjoy work and colleagues; and embrace the Society's core values of integrity, knowledge, diversity, and engagement.

Please send cover letter, resume, salary requirements and names of three references to careers@sciencebuff.org

EOE