

The Wagnalls Memorial

Job Description: Custodian
Department: Foundation
Supervisor: Maintenance Technician
Status: Level II part-time, regular

The custodian is key to the success of The Wagnalls Memorial. The Custodian is responsible for supporting Foundation and Library staff fulfilling the primary mission of the Wagnalls Memorial as an educational, cultural and community center for Lithopolis, Bloom Township, and surrounding areas. This position reports directly to the Maintenance Technician and works with the Room Reservation Specialist and Buildings and Grounds Technician. In particular, the duties of the Custodian will include but not be limited to:

Duties:

1. Maintain cleanliness of all areas in the Memorial including sweeping, mopping, dusting and polishing woodwork, removing cobwebs, cleaning glass and mirrors, removing dust and cobwebs from fans, art frames, and light fixtures
2. Clean and sanitize tables and chairs in event spaces
3. Assist the Building & Grounds Technician with ensuring restrooms, kitchens, and event rooms are well stocked with paper products, trash bags, soap, and room fresheners.
4. Assist the Building & Grounds Technician to routinely sweep and/or mop large event rooms and hallways.
5. Assist with opening and securing the facilities before and after operations as needed
6. Attend to custodial or facility emergencies while on duty as needed
7. Other duties as assigned

Qualifications:

- Manage time to accomplish several tasks concurrently
- Able to use technology for monitoring equipment, using email for communication with staff, and monitoring facility calendars
- Possess a friendly, professional demeanor and relate well to a variety of audiences
- Able to work for extended periods standing or kneeling, climb and work from ladders, carry up to 20 pounds, work with power and hand tools appropriately, able to push and pull loads on carts or dollies
- Able to work independently or with a team
- Able to pass a background check