

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION
Custodian (Tifft Nature Preserve and Buffalo Museum of Science)

*We inspire joyful exploration of science and nature through engaging experiences,
unique resources, and exceptional staff.*

Department: Buildings and Grounds

Position Title: Custodian (Tifft Nature Preserve and Buffalo Museum of Science)

Reports to: Head of Buildings and Grounds and Director of Tifft Nature Preserve

Status: Part-time/non-exempt

Schedule: Tuesday – Saturday, 6:00am – 10:00am, occasional evenings

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 & 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. 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 requiring flexible hours, including weekends, holidays, and evenings as necessary. All job duties are performed in accordance with standard safety principles and practices.

The individual in this position must possess an ability take direction and to work independently to move projects forward effectively and efficiently.

Essential Functions:

- Follows and completes the daily, weekly, and monthly cleaning schedule assigned by supervisors.
- Clean building by sweeping, vacuuming, scrubbing, mopping, and waxing in both public and non-public spaces.
- Clean restrooms by sanitizing, servicing, and resupplying all products.
- Neaten hallways, offices, galleries, and storage spaces to ensure clear-easy access and safety.
- Refill all dispensers, paper towels, tissue, toilet paper, soap, hand sanitizer, and the like.
- Monitors quantities and regularly reports the status of products, supplies, and equipment to the supervisor.
- Clean windows, glass partitions, mirrors, and stainless steel, using appropriate supplies and methods.
- Clean surfaces by dusting, washing, and sanitizing with appropriate products.
- Gathers and empties trash receptacles for proper disposal and pickup.
- Clear and maintain outdoor walkways steps, and ramps, using shovels, tools, and ice melting chemicals to ensure clear-easy access and safety.
- Clear and maintain outdoor areas around facilities to ensure visual appeal, clear-easy access, and safety.
- Prepare facilities for events, rentals, meetings, programs, exhibits, and the like including the set up, and removal of tables, chairs, ladders, platforms, stanchions, carts, etc.
- Always maintain a friendly and outgoing disposition; and a willingness to help.
- Perform other duties as assigned.

Educations/Experience:

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

Qualifications, Knowledge, Skills and Abilities Required:

- Able to take and follow direction, reliable, consistent, and self-motivated.
- Able to interact with staff and patrons in a professional, friendly, and willing to help manner.
- Dresses appropriately for duties in clean clothes, free of damage and stains.
- Able to work flexible hours including weekends, holidays, and evenings.

Physical Activities Required to Perform Essential Functions:

- Able to read and understand printed labels, directions, and schedules.
- Able to communicate effectively with people in person, by telephone and over a two-way radio.
- Able to walk, stand, kneel, and move around the facilities and grounds to perform custodial duties.
- Able to lift, carry, and walk with a minimum of 40 pounds.
- Able to use stairs and ladders, walk long distances, and stand for extended periods.
- Able to work flexible hours, including weekends, holidays, and evenings.
- Able to travel between facilities (Society vehicle provided based on approval).
- NYS Driver's License in good standing required.

The Society's culture is one of collaboration, collegiality, and teamwork. The Custodian must have a desire to work in a mission-first and audience-centered culture following the Society's core values of service, curiosity, collaboration, integrity, and inclusivity. The Custodian must intend to produce products and experiences of exceptionally high quality and to enjoy work and colleagues.

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.

Equal Opportunity Employer

At the Buffalo Society of Natural Sciences, we believe that to achieve the greatest potential in opportunity, innovation, and discovery, as well as to reach the highest level of effectiveness and well-informed decision making, diversity of experience and viewpoints is paramount. Further, as a mission-first organization that seeks to be a welcoming and welcomed resource for all in our community, the Society strives to reflect the great diversity of those living in western New York. We encourage applications from individuals of all backgrounds and life experience. The Buffalo Society of Natural Sciences is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.

The salary for this position is \$17.00 an hour.

Please send cover letter and resume via email to careers@sciencebuff.org

Please include "Custodian" in the email subject line