

Job Description

Farm Wisconsin Discovery Center Custodian

Position Overview

The Custodian is responsible for ensuring Farm Wisconsin Discovery Center is a clean, comfortable and safe environment for guests, volunteers and staff by monitoring and maintaining the building, grounds and overall facilities.

This position is part-time, up to 15 hours per week. Typical work hours would be between 3:00pm and 5:00pm. Candidate must be able to work a flexible schedule, including evenings, some weekends and some public holidays.

Required skills

1. Knowledge of cleaning methods and cleaning products
2. Knowledge of occupational hazards and standard safety practices used in housekeeping and building maintenance
3. Self-motivated with a pleasant, positive and helpful attitude
4. Ability to independently operate standard cleaning and maintenance equipment
5. Ability to multi-task and adjust work priorities based on new and changing conditions
6. Ability to work alone without close supervision
7. Strong verbal communication skills and receptive to feedback

Responsibilities

1. Clean and maintain all public spaces, staff areas, outdoor areas, and utility spaces
2. Set up, arrange, and remove tables, chairs and furniture to prepare conference center for meetings, special events, and private functions
3. Monitor building security and safety by ensuring that doors are locked after operating hours
4. Maintain cleaning logs
5. Perform emergency mop-ups when required
6. Other duties as assigned

Preferred Experience

1. High School Diploma or GED required
2. Successful work in a small team setting
3. Experience performing janitorial, custodial, or interior maintenance preferably in a museum, school, office, or public facility

Salary: \$9 - \$10 per hour. Dependent on experience and credentials.

Interested parties should submit by email a current resume with a cover letter, along with contact information for three references to:

Katie Kracht
Director of Guest Services
katiek@farmwisconsin.org