



**BROOKLYN CHILDREN'S MUSEUM**

**JOB DESCRIPTION**

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<b>POSITION/TITLE:</b>	<b>Part –Time Custodian</b>
<b>UNION:</b>	<b>N/A</b>
<b>DEPARTMENT:</b>	<b>Facilities</b>
<b>SUPERVISOR:</b>	<b>Senior Custodian</b>

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Brooklyn Children's Museum ([www.brooklynkids.org](http://www.brooklynkids.org)) is the world's first children's museum and a pioneer in the field of informal learning. Rooted in its vibrant Brooklyn community, the Museum's early childhood programs and exhibits engage visitors through play-based learning at the intersection of culture, the arts, and science. The Museum serves 260,000 children and adults annually.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*Important and essential duties may include, but are not limited to, the following:*

1. Perform routine, custodial care for assigned facility including, but not limited to, dusting, vacuuming, washing windows, washing floors, picking up trash, cleaning restrooms, etc.
2. Perform a variety of tasks which may include, but is not limited to, moving or setting up furniture, snow removal, sweeping walkways, bathroom checks, waxing floors, and other miscellaneous cleanup.
3. Identify and report building maintenance needs in assigned buildings and facilities; perform minor repair work.
4. Ensure that buildings are secured at end of shift.
5. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
6. Adhere to safe work practices and procedures.
7. Cleaning of floors by means of mopping, scrubbing, stripping-waxing, vacuum, washing of walls, ceilings, floors, counter-tops and glass in all areas.
8. Cleaning of restrooms and maintaining stocks at all times when actively open to the public.
9. Obtain basic knowledge of chemical mixtures for tasks such as but not limited to stripping and waxing, acid washing walls and floor grout, mopping bamboo and vinyl flooring, carpet cleaning, window washing, and etcetera.
10. Will be required to erect or work from high ladders or scaffolds.
11. Individual is expected to accept responsibility for special projects or assignments as deemed necessary by Custodial Supervisor.
12. Other responsibilities as required to support the goals and mission of the Museum.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Practices, methods, equipment, tools, and materials used in custodial work.
- Characteristics and use of commercial custodial compounds.
- Painting all areas in the building.
- Principles and practices of working safely.
- Carpet maintenance and care.

### **Skill to:**

- Operate a wide variety of custodial equipment in a safe and effective manner.

### **Ability to:**

- Independently perform the full range of custodial duties.
- Read, understand and follow oral and written instructions.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

## **EXPERIENCE AND TRAINING GUIDELINES:**

### **Experience:**

One to two years of custodial experience.

### **Education/Training:**

Equivalent to a high school education.

## **LICENSES, CERTIFICATES OR REGISTRATIONS:**

*Must be current or obtained within the first 6 months of employment. .*

- S95 Certificate of Fitness
- F01 Certificate of Fitness
- F07 Certificate of Fitness
- F03 Certificate of Fitness

## **WORKING CONDITIONS:** *Essential duties require the following:*

### **Working Environment:**

Considerable exposure to cold, heat, noise, outdoors, chemicals, dust, mechanical hazards, and electrical hazards; availability for shift work.

### **Physical Activities:**

Essential functions require maintaining physical condition necessary for considerable physical activity such as sitting, standing, walking, kneeling, crouching, stooping, squatting, crawling, twisting, climbing, and lifting an average of 40 lbs.

Applicants should send a cover letter, resume and salary requirements to [careers@brooklynkids.org](mailto:careers@brooklynkids.org). **We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.**