



JOB DESCRIPTION

POSITION/TITLE:	Custodian
DEPARTMENT:	Facilities
SUPERVISOR:	Senior Custodian
STATUS:	Part-time, Non-Exempt

Brooklyn Children's Museum (BCM) is seeking to hire part-time Custodian to support the custodial care of the Museum's indoor spaces and outdoor spaces. The custodian's responsibilities include cleaning of all spaces throughout the building's property; setting up, cleaning and breaking down of furniture and equipment related to special events and parties. Custodians play a role in monitoring and maintaining a clean Museum environment that helps to ensure visitors have a positive experience.

RESPONSIBILITIES

- Perform routine, custodial care for assigned facility including, but not limited to, dusting, vacuuming, washing windows, washing floors, picking up trash, cleaning restrooms, etc.
- Cleaning of restrooms and maintaining stocks at all times when actively open to the public.
- Cleaning of floors by means of mopping, scrubbing, stripping-waxing, vacuum, washing of walls, ceilings, floors, counter-tops and glass in all areas.
- Individual is expected to accept responsibility for special projects or assignments as deemed necessary by Custodial Supervisor.
- Monitor trash receptacles, refresh trash bags, bag trash for proper disposal and dispose trash into dumpsters.
- Perform a variety of tasks which may include, but is not limited to, moving or setting up furniture and equipment, snow removal, sweeping walkways, bathroom checks, waxing floors, and other miscellaneous cleanup.
- Identify and report building maintenance needs in assigned buildings and facilities; perform minor repair work.
- Communicating Museum-related concerns or issues to leadership proactively.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Adhere to safe work practices and procedures.
- 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.
- Will be required to erect or work from high ladders or scaffolds.
- Other responsibilities as required to support the goals and mission of the Museum.

REQUIREMENTS

- High school diploma or equivalent preferred
- 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.

- Considerable exposure to cold, heat, noise, outdoors, chemicals, dust, mechanical hazards, and electrical hazards; availability for shift work.
- Strong verbal communication skills and ability to present information clearly and confidently to visitors
- Ability to work collaboratively and independently
- Flexibility, focus on solution-building, and excellent critical thinking and judgment
- Must have the ability to stand and walk for extended periods
- Licenses, certificates or registrations that are current or be obtained with the first 6 months of employment for F01 F03, F04, F07 and S95 Certificates of Fitness.
- Staff will be asked to wear a uniform, ID badge and other items that help to identify as staff

SCHEDULE

7 to 28 hours a week depending on schedule needs. Availability to work 2 weekend days, early morning and late nights and select holidays as needed.

COMPENSATION

\$17/hour, paid every two weeks. Additional benefits include paid time off, accrued based on number of hours worked, professional development opportunities and training, BCM membership, and free admission to most NY-based cultural institutions.

APPLICATION

Please send a cover letter and resume as 1 PDF to careers@brooklynkids.org with “[Your Last Name]–PTCustodian” in the subject header.

Applications will be reviewed on a rolling basis. Only those candidates selected for an interview will be contacted. No telephone calls for position inquiries, please.

ABOUT BROOKLYN CHILDREN’S MUSEUM

Brooklyn Children's Museum (www.brooklynkids.org) is the world's first children's museum and a pioneer in the field of informal learning. Inspired by the energy and diversity of our borough, Brooklyn Children’s Museum’s mission is to create experiences that ignite curiosity, celebrate identity and cultivate joyful learning. Located in Crown Heights, Brooklyn, the Museum serves 300,000 children and adults annually through its exhibits, school, public, and after school programs.

EQUAL OPPORTUNITY EMPLOYMENT

Brooklyn Children’s Museum is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies.