

City & Borough of Wrangell

Position Description

Position: Custodian- Nolan Center	Position Number:
Department/Site: Nolan Center	FLSA: Non-exempt
Evaluated by: Civic Center Manager	Salary Grade: 8

Summary

To perform custodial and light maintenance duties at the Nolan Museum/Civic Center. Performs such duties as replenishing bathroom supplies, waxing floors, changing light bulbs, responsible for set-up, take-down and cleaning after civic center events and rentals (not to include the showing of 1st run movies by a school organization).

Distinguishing Career Features

The Nolan Center Custodian ensures the physical upkeep and cleanliness of the center. This position requires unsupervised access to the gift shop and the museum collections, and, for that reason, requires a background check.

Essential Duties and Responsibilities

CLEANING

- Performs daily or scheduled duties such as sweeping, mopping and vacuuming of floors. Cleans assigned rooms, halls, bathrooms and equipment. Cleans walls, floors, fixtures and removes trash. Keeps the center clean and sanitary.

MAINTENANCE

- Responsible for cleaning of museum, visitor center, civic center and other areas within the Nolan Center.

SAFETY AND SECURITY

- Maintains safe grounds by observing and correcting possible safety hazards. Helps ensure building security by being alert to unusual circumstances and by locking doors and windows as appropriate.

TEAMWORK AND COOPERATION

- Performs other related duties as required or assigned. Works cooperatively with other employees, external agencies, and the public.

Qualifications

▪ Knowledge and Skills

- Requires knowledge of cleaning equipment, materials and procedures to perform cleaning tasks efficiently and effectively.
- Requires basic knowledge of maintenance procedures and the ability to perform duties efficiently.
- Requires attention to detail and ability to recognize safety and security hazards. Requires ability to perform duties in a safe manner.

▪ Abilities

Must be adaptable and proactive in order to address situations as they arise. Must be able to work well and cooperatively with others.

▪ Physical Abilities

Must be able to lift and carry 50 pounds. Ability to operate hand held equipment and perform active, physical demanding duties. Must be able to stoop, bend, or squat on a regular basis. Occasional pushing and pulling required.

▪ **Education and Experience**

High school diploma or GED equivalent is required.

▪ **Licenses and Certificates**

Alaska Drivers' License

▪ **Working Conditions**

Custodial work occasionally includes the risk of wet floors

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.