



JOB DESCRIPTION

Part-Time Custodian

Position Title: Part-Time Custodian
Reports to: Chief Operating Officer
FLSA Category: Part-Time, hourly
Days and Times: Flexible, up to 20 hours per week
Pay rate: \$10 / hour

Position Description: The part-time custodian's focus will be on general maintenance and cleaning of the historic Wells Community Cultural Center. This position is responsible for exterior and interior maintenance as instructed. Some early hours may be required for snow removal during winter months.

The following is a detailed list of job responsibilities to be completed as instructed per the Chief Operating Officer.

Responsibilities:

- Ensure cleanliness and maintains the interior of the Wells Community Cultural Center by:
 - Dusting
 - Sweeping, mopping, and/or vacuuming floors
 - Cleanings restrooms and restocking supplies
 - Monitoring and changing lightbulbs
 - Emptying trash and recycling receptacles
 - Organizing and cleaning storage closets
 - Assisting with the set up for TAF meetings/events as requested; and,
 - Minor electrical, plumbing & hardware repairs as needed.

- Maintains the exterior and landscaping around the Wells Community Cultural Center by:
 - Cleaning exterior windows
 - Monitoring the roof for repair and standing water
 - Mowing and trimming lawn, raking, pulling weeds, and trimming shrubs as needed
 - Snow removal; and,
 - Changing exterior light bulbs.

- Other duties, including:
 - Performing routine maintenance to custodial equipment and supplies;
 - Ensuring proper care in the use and maintenance of equipment and supplies; and,
 - Promoting continuous improvement of workplace safety and environmental practices.

- Perform miscellaneous job-related duties as assigned.

Job Requirements:

- Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 70%) of job.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

To apply:

Send a resume to Ann Fields Monical, Chief Operating Officer, Tippecanoe Arts Federation at coo@tippecanoearts.org.