

Custodian Applications accepted through March 30 or until filled.
Part-time Flexible schedule. Average 17.5 hrs per week annually.
Reports to Executive Director.

Job Responsibilities:

Cleaning/Janitorial duties (floors, windows, restrooms etc.)
Trash removal
Maintain grounds
Perform routine maintenance tasks
Painting
Coordinate building and grounds repairs and maintenance with outside contractors
Order/pick up building supplies, obtain price estimates & quotes
Maintain storage/inventory of supplies & equipment
Set-up & take down for events
Respond to building emergencies
Assist with exhibit installations
Other duties as assigned

Requirements:

This position is physical in nature and requires being on your feet, walking, lifting, bending, crouching. Must have ability to climb stairs, use ladder, hydraulic lift and have ability to lift 40-60 lbs.
Janitorial/Bldg Maintenance experience required.
Basic carpentry skills
Ability to problem solve basic electrical, plumbing, and building issues.
Ability to communicate with vendors, contractors, and staff.
Valid NYS Drivers license and vehicle required.
Ability to be On call to respond to building emergencies and alarms.
Must have telephone.
Self-motivated, able to work efficiently without direct supervision.
Flexibility required to work around events & exhibit installations.
Good problem solving skills.

Employment is contingent on the verification of background information submitted by the applicant, including the completion of a criminal record check.

Employees serve at the will of the Schweinfurth Memorial Art Center.

Email application, cover letter and 3 job related references to dlamb@schweinfurthartcenter.org. No phone calls please.