



COASTAL HERITAGE SOCIETY

JOB DESCRIPTION

Job Title: Custodian

Reports To: Custodial Supervisor and Guest Services Manager of Tricentennial Park

Description:

To provide a high standard of cleanliness throughout CHS. Responsible for cleaning multiple areas within CHS's office and general public areas.

Responsibilities:

- Sweep and mop floors.
- Clean building by emptying trash, sweeping, vacuuming, and cleaning surfaces. Transport trash to designated collection points.
- Clean and service restrooms with mops and disinfectants.
- Replenish consumable items (soap, toilet rolls, paper towels) if required.
- Maintain minimum inventory levels of consumable items, chemicals, and cleaning equipment.
- Use cleaning solutions.
- Mix various cleaning agents.
- Perform various laundry duties such as washing rags, mop heads used for cleaning, children's costumes, and linens.
- Dust furniture and scrub surfaces clean.
- Cleaning upholstery of sofa and chairs.
- Routine cleaning of exhibits and exhibit cases including exhibit rail cars under the direction of the Curator of Collections.
- Polish brass, oiling woodwork, and washing windows.
- Remove cob webs from ceilings and windows.
- Regular deep cleaning of various high traffic areas.
- Cleaning and trash removal of employee break areas, offices, kitchen areas, and employee bathrooms.
- Cleaning and trash removal of general public areas.
- Identify and report possible repairs to Maintenance Department, such as replacement of light bulbs, etc.
- Some set-up/break-down of tables, chairs, and other equipment for special events.
- Carry out special event duties such as parking attendant, moving supplies, etc.
- Open and secure building.
- Trash pick-up of all grounds and around exterior of property.
- Carry out any other reasonable duties within the overall function of the job as requested by supervisor.

Qualifications:

- High school preferred, not required.
- Previous cleaning experience preferred, not required.

- Reliability.
- Ability to understand and follow simple verbal and written instructions.
- Must be able to meet physical demands of the job which include walking and standing, climbing, bending, kneeling, pushing and pulling objects, lifting and moving objects up to 50-60 lbs., repetitive bending and lifting, and repetitive arm movements.
- Must be able to work flexible schedules including weekends and holidays.
- Must be able to work in all weather conditions.

To apply, please email LaShonda Greene at lgreene@chsgeorgia.org with a cover and résumé. If qualifications are met, potential candidates will be contacted by phone or email to schedule an interview. **Please no phone calls or drop-ins.**