



SEE Science Center, Inc. Manchester, NH

Custodian

20 hours/week, \$11.10/hour, M-F 2pm – 6pm

For application info email Peter Gustafson pete@see-sciencecenter.org, call (603)669-0400 or visit 200 Bedford St. Manchester, NH

Job Summary

The incumbent performs routine janitorial tasks and minor exhibit maintenance. He/she maintains building and exhibits in a neat condition. Work is performed in accordance with standardized procedures or prior instructions.

Supervision Received

The incumbent receives supervision from the Operations Director and / or Executive Director. Work is reviewed, while in process and upon completion for accuracy and compliance with prior instructions, on a regular basis.

Supervision Exercised

No supervision exercised.

Examples of Duties/Responsibilities

(This list of duties may not include all tasks but is representative of general duties.)

1. Perform routine daily & weekly custodial and janitorial tasks, such as vacuuming floors, rugs and carpets, mopping floors, cleaning chairs & tables, cleaning common areas which includes bathrooms, community room & kitchen, emptying waste baskets & recycling, washing windows & walls, using freight elevator to take trash to compactor, assisting in the moving of furniture or exhibits, and similar tasks;
2. Perform cleaning and preventive maintenance on exhibits and building per established schedules;
3. Perform minor repairs on exhibits and/or equipment as directed;
4. Applies appropriate solvents and solutions, such as detergents, soaps, bleach, scouring powders, waxes, polishes, etc. according to best practice procedures;
5. Will be required to work non-regular hours on limited occasions to meet organizational requirements;
6. Must maintain the confidentiality of visitors and staff in accordance with SEE policy and procedure;
7. Abide by all SEE, Inc. safety policies and procedures;
8. Present a positive and professional image of SEE with colleagues and within the community;
9. Performs other duties as assigned.

Required Knowledge and Skills

Knowledge of cleaning tools, methods and practices used in janitorial or custodial work; knowledge of proper use of a variety of cleaning and sanitizing solutions and solvents; ability to read signs and follow oral and written instructions; ability to move heavy furniture, supplies and equipment; required to be in good physical condition; manual dexterity is needed; ability to use common cleaning tools and equipment; working knowledge of basic carpentry, electrical, plumbing, painting is preferred but not required. **Ability to lift seventy-five (75) pounds.**

Suggested Training /Experience

The individual is required to be in good physical condition with an ability to understand and follow oral and written instructions; manual dexterity is needed; general knowledge of janitorial/custodial tasks is required. General knowledge of equipment maintenance and repair is recommended.

www.see-sciencecenter.org / PHONE: 603.669.0400
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