

FLINT CULTURAL CENTER CORPORATION

601 E Second St

Flint, MI 48503

Job Posting

Job Title: Part-Time Custodian
Location: Flint Cultural Center Corporation
Reports To: Custodial Supervisor – Facilities Department
FLSA Status: Non – Exempt
*Shift: Varies; may include days, evenings, nights and/or weekends
**Pay Rate is \$16.00/hr for employees working at the Flint Cultural Center Academy. Pay rate is \$14.00/hr for employees working at all other sites.

GENERAL DESCRIPTION

Under the direction of the Custodial Supervisor, the Part-time Custodian will be responsible for the day-to-day housekeeping of the buildings, heavy cleaning when needed, meetings, special events and classroom setups.

RESPONSIBILITIES

- Daily cleaning and maintenance of all restrooms in the building.
- Cleaning and maintaining floors on a daily basis.
- Cleaning of Classrooms and offices.
- Cleaning of exhibit cases, barriers, and hands-on components after training.
- Emptying and disposing of trash on a daily basis.
- Dusting all unrestricted areas as needed.
- Washing windows as needed.
- Changing light bulbs and tubes as needed.
- Assisting other staff members as time and schedule permits.
- Assisting with the loading and unloading of trucks when necessary.
- Setting up areas for activities as needed.
- Informing Custodial Supervisor of any unsafe or broken building hardware or exhibit components.

Job Description and Qualifications:

QUALIFICATIONS / SKILLS REQUIRED

- Knowledge and ability to properly perform the duties listed above.
- Ability to interact with the public in a pleasant manner while performing job related duties.
- Knowledge of proper cleaning procedures and safety issues in cleaning human fluids and other hazardous materials.
- Knowledge of cleaning products, chemicals, and safety procedures for using them.
- Ability to understand the importance of collections and artifacts: will not clean and or move any artifact or enter collection spaces without the consent of the Curator of Collections or their staff.
- Must be able to lift up to 50 lbs.
- Must be able to remain on feet for prolonged periods of time.

EDUCATION AND/OR EXPERIENCE

- High school graduate preferred.
- Experience as a custodian in the commercial cleaning field is preferred.

Apply To: Email Resume to hr@fcccorp.org

Date Posted: 11.24.22 Posting will remain active until filled.

The Flint Cultural Center Corporation is an Equal Opportunity Employer