

**FLINT CULTURAL CENTER CORPORATION**

601 E Second St

Flint, MI 48503

**Job Posting**

**Job Title:** Part-Time Custodian  
**Location:** Flint Cultural Center Facilities  
**Reports To:** Custodial Supervisor  
**FLSA Status:** Non - Exempt  
**Job Description and Qualifications:** \*Shift: Varies; Weekends and nights  
\*\*Hourly rate varies based on experience

**GENERAL DESCRIPTION**

Under the direction of the Lead Custodian, 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 maintaining all restrooms in the building.
- Cleaning and maintaining all floors daily.
- Cleaning of Classrooms and offices.
- Clean exhibit cases, barriers, and hands on components after training.
- Empty and dispose of trash daily.
- Dusting all unrestricted areas as needed.
- Washing windows as needed.
- Change light bulbs and tubes as needed.
- Assist other staff members as time and schedule permits.
- Assist with the loading and unloading of trucks when necessary.
- Setting up areas for activities as needed.
- Inform Lead Custodian of any unsafe or broken building hardware or exhibit components.

**QUALIFICATIONS / SKILLS REQUIRED**

1. Knowledge and the ability to properly perform the above duties.
2. Ability to interact with the public in a pleasant manner while performing job related duties.
3. Knowledge of proper cleaning procedures and safety issues in cleaning human fluids and other hazardous materials.
4. Knowledge of cleaning products and chemicals and safety procedures for using them.
5. 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.

**EDUCATION AND/OR EXPERIENCE**

1. High school graduate preferred.
2. Experience as a custodian or in the cleaning field.

**Apply To:** Email Resume to [hr@fcccorp.org](mailto:hr@fcccorp.org) OR mail resume including references to:  
Flint Cultural Center Corporation  
Attention: Human Resources  
1310 E. Kearsley St.  
Flint, MI 48503

**Date Posted:** 02.23.15 **Posting will remain active until filled.**

**The Flint Cultural Center Corporation is an Equal Opportunity Employer**