

**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  
\*\*Hourly rate starts at \$10.50

**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**

1. Knowledge and ability to properly perform the duties listed above.
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, chemicals, and safety procedures for using them.
5. 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.
6. Must be able to lift up to 50 lbs.
7. Must be able to remain on feet for prolonged periods of time.

**EDUCATION AND/OR EXPERIENCE**

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

**Apply To:** Email Resume to [hr@fcccorp.org](mailto:hr@fcccorp.org)

**Date Posted:** 3/5/21      Posting will remain active until filled.

The Flint Cultural Center Corporation is an Equal Opportunity Employer