



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Custodian/Part-time

Summary: The Suffolk County Vanderbilt Museum and Reichert Planetarium is seeking a reliable part-time Custodian to join our team and attend to the common areas located within our mansion, museum, planetarium and office buildings. The primary function of the Custodian will be focused on performing custodial duties to maintain the cleanliness of our buildings and surrounding grounds.

Location: Suffolk County Vanderbilt Museum & Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721

Status and Range: Non-exempt, \$18.00 - \$20.00 per hour

Hours: Year-round part-time position, Sunday, Monday and Tuesday; 8 AM – 2:30 PM, approximately 18 hours per week

Duties and Responsibilities include the following:

- Perform custodial maintenance duties including dusting all surfaces, sweeping, mopping floors and vacuuming.
- Put up signs to signal wet floors during cleaning or to show any other form of safety situation in the surrounding area.
- Utilize appropriate cleaning materials and products needed for disinfecting and sanitizing according to the organization's standards.
- Scrub and sanitize restrooms with appropriate cleansers, clean mirrors, and restock toilet paper, paper towels and soap supplies.
- Empty trash receptacles, bag trash for proper disposal, and dispose trash into dumpsters.
- Wash windows and wipe down windowsills and blinds, as necessary.
- Perform cleaning functions specific to the assigned facilities and based on requirements in a timely fashion.
- Track cleaning supplies and inventory.
- Ensure proper care in the use and maintenance of equipment and supplies; promote continuous improvement of workplace safety and environmental practices.
- Report needs and concerns to Supervisor.
- Flexible schedule during emergencies.
- Member of the snow removal team; must be able to assist during snowstorms to clear roads and walkways.
- Perform other related custodial duties as assigned.

Skills:

Ability to stand, walk and bend for long periods of time

Ability to walk up and down stairs while carrying mops, buckets, trash bins and cleaning supplies

Ability to use shovels and snowblowers, as necessary.

Physical strength and stamina

Heightened awareness of surrounding environment, patrons & staff

Knowledge of different cleaning products

Time-management and multi-tasking abilities

Good organizational skills

Strong verbal communication and interpersonal skills

Ability to work with minimal supervision

Experience:

Prior custodial maintenance or experience highly desirable

Spanish and English-speaking a plus

US work authorization (Required)

Valid NYS Driver License (Required)

Smoking is prohibited on Suffolk County property.

The Suffolk County Vanderbilt Museum and Reichert Planetarium is an Equal Opportunity Employer.