



04/15/2021

FACILITIES ASSISTANT AND CUSTODIAN JOB ANNOUNCEMENT

I Job Overview:

Job Title:	Facilities Assistant and Custodian
Department:	Facilities and Natural Resources
Classification:	Non-exempt, Hourly
Job Type:	Part-time, Monday – Friday (flexible hours), occasional evenings and weekends
Job Status:	Employee, 20 hours/week
Reports to:	Facilities Director
Supervisory Role:	No
Travel:	Yes – local/Ohio (5%). No overnight travel.

II Job Summary:

We are seeking an individual to oversee and maintain the physical condition and operation of the Nature Center building, facilities and grounds, including the main building, pavilion, gazebo, parking lot, trails, and various other outdoor structures and areas.

III Job Primary Duties:

A. Custodial (50%):

- Overall cleaning of the facility (buildings, structures, and grounds).
- Removal of trash and recycling as necessary.
- Weekly deep clean of public areas to meet COVID-19 requirements.

B. Maintenance (30%):

- Conduct maintenance and repairs as needed throughout facilities and grounds.
- Assist with grounds maintenance and some landscaping.

C. Set up and tear down (10%):

- Assist with event setup and teardown.
- Set up tables, stackable seating, tents, and cables.

D. Administration & Other (10%):

- Maintain inventory of supplies and tools.
- Participate in staff meetings and events.
- Work with/supervise volunteers as needed.
- Other duties as assigned.



IV Required Qualifications & Skills:

- High School diploma.
- 1 year of professional cleaning experience.
- Valid Ohio driver's license.
- Available to work flexible schedule including evenings and weekends.
- Experience or ability to use power and hand tools.
- Ability to lift 50 lbs. and climb a ladder.
- Good communication and interpersonal skills.
- Ability to follow oral and written instructions and direction.
- Ability to work independently with little direction and as part of a team with staff, vendors, guests, donors, board members, and volunteers.
- Ability to prioritize workload.
- Openness and eagerness to apply sustainability and environmentally friendly practices to all aspects of work.
- Flexibility, dependability, good sense of humor, resourcefulness and positive attitude.
- Commitment to NCSL's mission, vision and values.

V Working Conditions:

- Position requires lifting up to 50 lbs., climbing, kneeling, sitting, bending, occasional driving, and moving furniture.

VI Compensation:

- \$13 - \$16/hour, commensurate with experience and qualifications.
- Eligibility for certain benefits.

VII Application Procedure:

Email: Careers@shakerlakes.org
Subject Line: Facilities Assistant and Custodian
Requirements: Resume
Recommended: Cover Letter

Posting Date:

April 15, 2021

Application Deadline:

April 30, 2021

The Nature Center at Shaker Lakes (NCSL), a 501(c)(3) non-profit founded in 1966 is located in the Shaker Parklands on the eastern edge of Cleveland. The mission of NCSL is to conserve a natural area, connect people with nature, and inspire environmental stewardship. We are an Equal Opportunity Employer that strives to provide a safe, welcoming, and inclusive working environment. View our mission, vision, and diversity statement online at www.shakerlakes.org