



Role Description: Custodian
Reports to: Operations Director

Essential Function

Working primarily before or after public hours, the Custodian promotes a clean, safe, and visitor-ready museum by performing daily cleaning and maintenance of galleries, restrooms, exhibit areas, and public spaces. This role goes beyond traditional janitorial duties by supporting exhibit cleanliness and resets, maintaining child-safe environments, and contributing to the museum's playful atmosphere. Through consistency, attention to detail, and coordination with other museum teams, this position helps create a welcoming space for children and families.

Essential Duties

- Implement the Museum's procedures to promote a safe, clean, and inviting environment throughout the Museum's public and shared staff spaces (vestibules, lobby, exhibit spaces, program rooms, restrooms, staff room, sidewalk, and parking lot).
 - Cleaning & Sanitizing: Sweeps, vacuums, mops, dusts, scrubs, and disinfects floors, surfaces, and restrooms.
 - Waste Management: Collects and disposes of trash and recycling, and keeps bins clean.
 - Supply Management: Restocks dispensers with soap, paper towels, toilet paper, and other essential supplies.
- Inventory: Track the supply of cleaning supplies and the condition of cleaning equipment.
- Preventative Maintenance: Perform deep cleaning and refresh tasks.
- Health & Safety:
 - Follow all safety procedures, including universal precautions and proper handling and storage of cleaning agents and equipment.
 - Inspect exhibit components for cleanliness, damage, or wear; document.
 - Report issues, hazards, or maintenance needs promptly.
- Event Support: Set up and break down spaces for meetings or events.

General

- Keep confidential the Museum's business functions, including, but not limited to, customer and donor information, employee issues, etc.
- Perform any other required duties as requested by the Exhibits and Facilities Manager or Operations Director to improve the Museum's operations and service to customers.
- Demonstrate support of the Museum's mission, management, and Board of Directors.

Qualifications

- Successful results on a criminal and sexual abuse background screening.

Required knowledge, skills, and abilities

- Knowledge of safe cleaning practices and OSHA safety standards.
- Dependable and able to follow cleaning checklists and safety protocols.
- Comfortable supporting a child- and family-centered space.
- Dependable and able to work independently with minimal supervision.
- Willingness to wear PPE and follow all health-related protocols.
- High School diploma or equivalent combination of education and experience.
- Must project a positive attitude with both customers and co-workers.
- Ability to work in a fast-paced team environment and maintain cooperative working relationships with co-workers, volunteers, and the public.
- Attention to detail and follow-through, problem resolution, awareness of deadlines, and the ability to organize workload to meet them.
- Strong problem-solving skills
- Has patience and understanding for every person that is encountered.
- Is flexible and adaptable to the changes that may evolve in the position.
- Demonstrates well-developed computer skills. Able to learn and use:
 - ADP Workforce Now
 - Connecteam
 - GSuite (Gmail, Docs, Drive, Sheets, Calendar)
- Communicates effectively in writing, by telephone, and in person.
- Is organized, honest, and works well with others.
- Maintains a clean work area.

Preferred experience, knowledge, skills, and abilities

- Experience in custodial, janitorial, or facilities roles preferred
- Use of commercial cleaning equipment.
- Museum, nonprofit, or school experience.

Physical Demands

- Considerable standing, walking, stooping, and stair climbing (up and down).
- The ability to hear, understand, and distinguish speech and/or other sounds (e.g., alarms).
- Clarity of vision at approximately 20 inches or less (i.e., use of computers), at 20 feet or more (the ability to recognize features of a person or object), and peripheral vision.
- The ability to assist caregivers during building evacuation.
- Ability to lift/carry and push/pull objects of more than 50 lbs.
- Some bending and stretching overhead are required.
- Some working on ladders.
- Regular handling and use of cleaning agents and disinfectants in accordance with safety guidelines.
- Exposure to paints, glues, and solvents.
- Exposure to loud sounds and power tools.

- Outdoor activities may expose this position to extreme temperatures and inclement weather.

Schedule expectations

This part-time position requires 16 hours per week. This position requires starting early or ending late and may include weekend activities.

Compensation and Benefits

- Compensation Range \$18.00 to \$20.00 per hour

Application Process

Please submit an application via kidsplaymuseum.org

Please be prepared to submit

- Cover Letter with an expression of interest
- Resume
- Three letters of professional reference with contact information

Phone inquiries, mail, or in-person submissions will not be accepted.

KidsPlay Children's Museum, Inc. is an Equal Opportunity Employer and a Drug-Free Workplace.