



Description: Custodian

Work Schedule: Part-time, year round position; 4 hours per day
Typical schedule is 2:00 pm to 6:00pm, M-F.

Additional hours may occasionally be required for special events

Position Description:

To clean and perform daily custodial services at Quarry Hill Nature Center.

Essential Job Functions:

- Responsible for performing daily maintenance throughout the nature center building and outbuildings, including:
 - Washing, cleaning, and dusting windows, walls, woodwork, toilets, washroom, fixtures, and exhibits.
 - Regularly vacuuming, mopping and cleaning floors along with periodically cleaning carpets, etc.
 - Disposing of trash and recycling.
 - Setting up and tearing down tables, chairs, tools and equipment for events and returning them to proper storage areas and keeping areas maintained and orderly.
 - Monitoring and maintaining custodial supplies in an orderly fashion; place orders with vendors for supplies as needed
 - Ensuring building and property is secure during shift and at final closing
 - Reporting all needed repairs to Facilities Manager.
 - Assisting in the removal of snow/ice and application of snow melt around the building to insure safety.
 - Performs other duties within the level of responsibility as assigned
- Performs essential maintenance to the facility which may involve, but not limited to the following activities: reaching, crouching; kneeling; shoveling; twisting of the waist, shoulders, and legs; and lying on stomach and/or back. Must be able to lift 50 lbs and push/pull 75 lbs.
- Works under the supervision of the Facilities Manager and the Executive Director

Qualifications:

- Must be 18 years of age.
- High School diploma or GED required.
- Experience and knowledge of cleaning methods and equipment.
- Possess a high attention to details.
- Must be able to work independently with little to no supervision.
- Ability to manage multiple tasks while staying organized and efficient.
- Exceptional customer services skills.
- Excellent communication skills.
- Ability to work effectively with others.
- Regular, on-time attendance is required.

- Final candidates must satisfactorily complete a thorough criminal background and reference check process.

SALARY & BENEFITS:

This position is offered by the Friends of Quarry Hill Nature Center, a not-for-profit 501(c)3 organization. Salary commensurate with experience.

2% of salary contributed to SIMPLE IRA plan

4 paid holidays

Sick leave

Paid staff development

**There is no medical/dental benefits offered with this position*

APPLICATION PROCESS AND TIMELINE

To apply submit a cover* and resume either in person or by mail to:

Quarry Hill Nature Center
Attn: Executive Director
701 Silver Creek Rd. NE
Rochester, MN 55906

* **Cover letter** should summarize your background experiences and qualifications that you believe make you the ideal candidate for this position.

Position Description can be viewed here: <http://www.QHNC.org/employment.html>

Application deadline: Applications received by October 7, 2017 will be given primary consideration. Position will be posted until filled.

Questions about the position can be directed to here:

Pamela Meyer pameyer@QHNC.org, *Executive Director*

701 Silver Creek Rd. NE
Rochester, MN 55906
Ph: (507) 328-3950
Fax: (507) 287-1345
www.QHNC.org

Friends of Quarry Hill Nature Center Application for Facility Custodian



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Please complete the following application and attach cover letter and a current resume.

Completed applications may be mailed to the Nature Center or dropped off at the visitor office.

Position(s) Applied for: **Custodian** Date of Application: _____

How did you hear about this employment opportunity?

Have you ever filed an application with us before? YES NO

If yes, what year: _____

Have you ever been employed at Quarry Hill before? YES NO

If yes, when to when? _____

Do any of your friends or relatives work here? YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

(Proof of citizenship or immigration status will be required upon employment)

YES NO

First date available for work: _____

Quarry Hill Nature Center - Application for Employment

Please summarize your background experiences and qualifications that you believe make you the ideal candidate for this position.

Certifications:

Are you currently certified in First Aid? YES NO

If YES, please type the certifying organization (ie Red Cross) and the expiration date below.

Do you carry a current Class C Commercial Motor Vehicle driver's license endorsement?

YES NO

Do you possess any other job related certifications? YES NO

If YES, please list below:

Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such a change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Thank you. Please remember to submit a cover letter, resume (including references) to this application

Applications may be submitted by mail to:

Pamela Meyer Executive Director
Quarry Hill Nature Center
701 Silver Creek Rd. NE Rochester, MN 55906.

Applications received by October 7, 2017 will be given primary consideration.

Questions about this position should be directed to Pamela Meyer, Executive Director