



Description: Facilities – Maintenance/Custodian

Work Schedule: Full-time, year round position; 8 hours per day

Typical schedule is 9:15am - 5:45pm, M-F.

Occasional weekend days and hours may vary due to special events

Position Description:

This position supports the overall facility operations of Quarry Hill Nature Center, Rochester Minnesota. Responsibilities include the routine and preventative maintenance, custodial work and light grounds work of the nature center and park.

Essential Job Functions:

- Responsible for performing daily maintenance and custodial work throughout the nature center building, outbuildings and grounds including, but not limited to:
 - 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
 - Performing light ground work including mulching, string trimming and light mowing
 - Checking and maintaining maintenance log to ensure proper operation of building mechanical systems and equipment
 - 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; place orders with vendors as needed
 - Ensures building and property security and safety by performing tasks such as locking doors after operating hours and reporting any safety concerns or repairs to Facilities Manager and/or the executive director
 - 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

Physical Work Requirements and Conditions

- Performs essential maintenance to the facility or equipment which may involve, but not limited to the following activities: reaching, crouching; kneeling; shoveling; working in narrow and/or confining spaces: underground, overhead, and at ground level; 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.
- Ability to work outside in all seasons and conditions as certain tasks may require

Qualifications:

- Must be 18 years of age
- High School diploma or GED required
- Experience and knowledge of cleaning methods and equipment
- Skill in the use of tools and materials commonly used in building, cleaning and maintenance activities
- Knowledge of basic building maintenance practices
- Must be able to work independently with little to no supervision
- Ability to tactfully interact with the public including exceptional customer services skills
- Possess a high attention to details

- Excellent communication skills
- Ability to understand and effectively carry out oral and written assignments
- 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. Hourly wage range \$13 – 16/hour

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*

This position works under the supervision of the Facilities Manager and the Executive Director

APPLICATION PROCESS AND TIMELINE

To apply, submit a cover letter and resume. You must include both.

Mail or drop off application to:

Quarry Hill Nature Center

Attn: Executive Director

701 Silver Creek Rd. NE

Rochester, MN 55906

Application deadline: Applications received by June 19, 2018 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