



## JOB DESCRIPTION

<b>DEPARTMENT:</b> Operations	<b>TITLE:</b> Custodian	<b>REPORTS TO:</b> Head Custodian
	<b>FULL-TIME or PART-TIME:</b> Part-Time	<b>EXEMPT or NON-EXEMPT:</b> Non- Exempt

### ABOUT THE SAN ANTONIO BOTANICAL GARDEN

For nearly 40 years, the San Antonio Botanical Garden has inspired people to connect with the plant world and understand the importance of plants in our lives. Recognized nationally for commitment to outstanding displays, botanical diversity, education, environmental stewardship, and experiences that connect people to the natural world, the Botanical Garden is a top San Antonio attraction that serves as a museum of plants, a tranquil escape, a living classroom, a research and conservation facility, and entertainment venue where art, architecture, music, and theater experiences come to life for more than 160,000 annual visitors. The Botanical Garden features 38 acres of nature space located deep in the heart of San Antonio. For more information, visit [www.sabot.org](http://www.sabot.org).

### SUMMARY/OF/RESPONSIBILITIES

This position will require communication and teamwork, in addition to independent work to oversee the execution of janitorial maintenance of the San Antonio Botanical Garden. The Botanical Garden follows and implements a conscientious management model, striving to operate under the highest standards of professionalism. Reports directly to the Head Custodian and supports operations to keep the facility running smoothly. This position is expected to work approximately 20- 25 hours per week. Weekly schedule is flexible and will include some weekends and holidays.

### COMPETENCIES/SKILLS

Specifically, the Custodian will have responsibility for the following activities:

- Perform major cleaning tasks such as vacuuming (using a 20 lb. vacuum daily), wet-mopping, sweeping, dusting, emptying trash (lifting waste paper and debris - minimum of 55 lbs.), depositing recycle in the proper containers for pickup and disinfecting drinking fountains.
- Clean restrooms, including floors and all fixtures (i.e.: urinals, toilets, sinks, mirrors, partitions, and counters). **Ensure restrooms are clean and disinfected.**
- Wash windows and sills (door glass).
- Promptly report major repairs needed to the Head Custodian.
- Work on weekends as necessary to meet Botanical Garden event schedules.
- Must be able to go up and down stairs frequently, as well as regular bending and standing as needed in a daily shift.
- Assist in major clean-up in winter such as stripping and waxing floors, etc.
- Enforce SABOT policies and procedures for event spaces.

Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees and are subject to change as needs and programs change. At the San Antonio Botanical Garden Society, Inc., they are considered neither inclusive nor exclusive.

## QUALIFICATIONS

- Education: High School Diploma or general education degree (GED)
- Experience: Preferred 2 years work experience in similar position, e.g. housekeeping, janitorial/ custodial
- Must possess or be able to obtain, within thirty days of employment, a valid class "C" Texas driver's license. NOTE: Retention of position contingent upon obtaining and maintaining required license.
- Must be able to lift up to 50 lbs., climb a ladder, use a scissor lift, bend, kneel, and squat.
- Must be able to successfully pass a criminal background check.
- Equipment used for this job is (but not limited to) scissor lift, floor scrubber, polisher

## KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work with staff, volunteers, vendors and the general public
- Eye and appreciation for detail
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Initiative and follow through as well as the ability to multi-task, set priorities, and maintain a positive attitude at times of increased workload are crucial.
- Good organizational skills are required, with strong attention to details in all tasks.
- Successful candidates will also have the ability to work productively and positively in a team-oriented environment and to provide quality customer service in a professional manner. Flexibility to work occasional long hours including weekend and evenings is required.

## Working Conditions

1. Ability to work outdoors in all weather conditions
2. Work is most frequently performed in all buildings but may be performed in other locations on the grounds of the Botanical Garden.
3. Expected to perform under minimum supervision and act independently within the scope of normal duties and responsibilities. Difficult or unique situations are referred to the supervisor.
4. Work will be performed in areas with frequent high levels of visitation, requiring excellent customer service and professionalism at all times while balancing the need for productivity.
5. On occasion, required to work extended hours.
6. Must have dependable transportation.

**Compensation:** Compensation will be commensurate with the qualifications and experience of the individual.

## Application Instructions:

To apply, email a cover letter and resume to [employment@sabot.org](mailto:employment@sabot.org). Please add in the email subject line **Custodian**.

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**The San Antonio Botanical Garden is an Equal Opportunity Employer**