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 an 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.

SUMMARY OF RESPONSIBILITIES
This position will require communication and teamwork, in addition to independent work in an assigned area. We are a unique venue for all types of events from small meetings to large galas. This position will be responsible to provide support necessary for event preparation and implementation. This position is expected to work approximately 25 hours per week, and schedule will primarily revolve around weekends.

COMPETENCIES/SKILLS
Specifically, the Custodian will have responsibility for the following activities:
• Care of facilities and grounds during events, i.e., restrooms, trash, cleaning spills etc.
• Make sure all windows and doors are clean and smudge free.
• Complete daily/weekly/monthly cleaning duties i.e., high area/windowsill dusting and high window cleaning, baseboards/walls, restocking, vacuum, etc.
• Enforce SABOT policies and procedures for event spaces.
• Clean office spaces regularly empty trash, clean floors, mopping wipe down breakroom appliances.

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 work experience in similar position, e.g., catering, event setup
• 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, bend, kneel, and squat.
• Must be able to successfully pass a criminal background check.
KNOWLEDGE, SKILLS, AND ABILITIES

- 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. 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.
3. 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.
4. On occasion, required to work extended hours.
5. Must have dependable transportation.

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

Application Instructions:
Click here to apply

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The San Antonio Botanical Garden is an Equal Opportunity Employer