



## **Part-time Custodian - Job Description Summary**

### **Position Overview:**

The ideal applicant has exceptional attention to detail, providing an appealing, clean, and welcoming environment for Cape Fear Botanical Garden visitors. The Custodian provides support for Garden exhibitions and events through setup, breakdown, and cleanup. The ability to maintain a professional behavior and multitask in a fast-paced environment is essential.

**Location:** Cape Fear Botanical Garden, 536 N. Eastern Blvd., Fayetteville, NC 28301

**Job Type:** Part-time (Sundays/Mondays, event transitions as needed)

**Introduction:** We are seeking a reliable and dedicated custodian to join our team. As a custodian, you will play a key role in maintaining cleanliness and hygiene standards within our facility and on the grounds, ensuring a safe and pleasant environment for staff and visitors. This position will be a (part time), non-exempt position. As needed, the employee will be asked to assist in the evening or on weekends with garden event transitions.

### **Key Responsibilities:**

- Be polite and hospitable, assisting guests, vendors, and maintenance contractors as needed.
- Clean and sanitize restrooms, including toilets, sinks, and floors.
- Sweep, mop, and vacuum floors.
- Empty trash bins and replace liners throughout the facility and grounds.
- Setup and teardown any items needed for events and rentals, inside and outside, as directed.
- Clean windows, glass partitions, and mirrors.
- Dust furniture, walls, baseboards and equipment, including sweeping interior and exterior walls of cobwebs.
- Maintain cleaning equipment and stock custodial supplies.
- Ensure all areas are well-maintained and free from hazards.
- Replace malfunctioning/broken light bulbs.
- Clean grease traps, countertops and equipment in the break room and kitchens.
- Review all areas for damage and assess needs for repair.
- Assist with the safety and security of the building and for the benefit of staff, including participating in opening and closing procedures as needed.
- Follow safety procedures and guidelines at all times.
- Perform any duties as assigned.

**Qualifications:**

- Proven experience as a custodian, janitor, or in a similar role preferred.
- Adept communication skills, including the use of email and a shared calendar.
- Familiarity with Google suites is preferred.
- Skill with basic tools and some power tools.
- Excellent customer service and a positive attitude.
- Ability to follow written and verbal instructions.
- Ability to handle basic maintenance and cleaning tasks.
- Knowledge of cleaning chemicals and supplies.
- Physical stamina and the ability to lift heavy equipment and supplies.
- Attention to detail and thoroughness in work.
- Ability to work independently and as part of a team.
- High school diploma or equivalent preferred.

**Benefits:**

- Garden family membership

**Application Instructions:** To apply, please submit your application, which can be found at [www.capefearbg.org/careers](http://www.capefearbg.org/careers), outlining your relevant experience and qualifications to [mirvine@capefearbg.org](mailto:mirvine@capefearbg.org) with “Part-time Custodian” as the subject line. You may include a resume and cover letter.