



# JOB POSTING

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**Position Title:** Tifft Custodian

**Reports To:** Director, Preserve Operations

**Department/Division:** Tifft Nature Preserve

**Status:** Part-time/non-exempt

## Overview:

The Buffalo Society of Natural Sciences, which comprises the Buffalo Museum of Science and Tifft Nature Preserve, is a highly valued and storied organization in the Buffalo community dedicated to inspiring joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff. We believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages.

## Summary of Position:

As the premier environmental education/interpretation and passive recreation destination in the region, Tifft Nature Preserve offers high quality, engaging programs and experiences while stewarding the living collection of the Buffalo Society of Natural Sciences and inspiring the environmental stewards of today and tomorrow.

Under the guidance and supervision of the Director of Preserve Operations; this position is responsible for the timely, scheduled or as needed, general cleaning duties of the Herb and Jane Darling Environmental Education Center and the Maintenance Building at Tifft Nature Preserve. Job duties pertain to public and non-public spaces. In addition, this position will periodically be required to setup classroom/multi-use spaces for different uses including programs, meetings, special events, building rentals, and other functions which may require hours scheduled outside of the normal morning hours. All job duties are performed in accordance with standard safety principles and practices. The individual in this position must be trustworthy and possess an ability take direction yet work independently to move tasks forward effectively and efficiently.

This position will have a consistent schedule between 8 and 20 hours per week, working either mornings (6am-10pm) or evenings (3pm-7pm).

## Essential Responsibilities:

- Follows and completes the daily, weekly, and monthly cleaning schedule as assigned.
- Clean building by sweeping, vacuuming, scrubbing, and mopping in both public and non-public spaces.
- Clean restrooms by sanitizing, servicing, and resupplying all products.
- Neaten hallways, offices, galleries, and storage spaces to ensure access and safety.
- Refill all dispensers, paper towels, tissue, toilet paper, soap, hand sanitizer, etc.
- Monitors quantities and regularly reports the status of products, supplies, and equipment to the supervisor.
- Clean windows, glass partitions, mirrors, and stainless steel, using appropriate supplies and methods.

- Clean surfaces by dusting, washing, and sanitizing with appropriate products.
- Gathers and empties trash receptacles for proper disposal and pickup.
- Clear and maintain outdoor walkways steps, and ramps, using shovels, tools, and ice melting chemicals to ensure clear-easy access and safety.
- Clear and maintain outdoor areas around facilities to ensure visual appeal, clear-easy access, and safety.
- Prepare facilities for events, rentals, meetings, programs, exhibits, and the like including the set up, and removal of tables, chairs, ladders, platforms, stanchions, carts, etc.
- Always maintain a friendly and outgoing disposition; and a willingness to help.
- Additional duties as assigned.

### **Education, Experience, Skills, and Qualities Required:**

- Minimum High School Diploma or equivalent, preferred.
- 1-year experience as a custodian, janitor or building technician.
- Able to take and follow direction, reliable, consistent, and self-motivated.
- Able to interact with staff and patrons in a professional, friendly, and willing to help manner.
- Dresses appropriately for duties in clean clothes, free of damage and stains.
- Able to work flexible hours including weekends, holidays, and evenings.
- Maintains reliable transportation.
- Desire to work in a fast-paced setting and produce experiences and products of the highest quality, as well as to sincerely enjoy work and colleagues

### **Physical Demands:**

- Able to read and understand printed labels, directions, and schedules.
- Able to communicate effectively with people in person, by telephone, email, and over a two-way radio.
- Able to walk, stand, kneel, and move around the facilities and grounds to perform custodial duties.
- Able to lift, carry, and walk with a minimum of 40 pounds.
- Able to use stairs and ladders, walk long distances, and stand for extended periods.
- NYS Driver's License desired but not mandatory.

### **To Apply:**

The hourly rate for this position is \$17.00 per hour. Interested candidates should send cover letter and resume to [careers@sciencebuff.org](mailto:careers@sciencebuff.org).

### **Equal Opportunity Employer:**

The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.