



# myriad botanical GARDENS

## MYRIAD GARDENS FOUNDATION

### Job Description

**Job Title:** Part-time Facility Custodian

**FLSA Status:** Non-exempt

**Reports to:** Custodian Lead and Facilities Operations  
& Rental Manager

**Work Schedule:** Part-time; 32-36 hours weekly

#### Summary

This position requires working both outdoors and inside the Crystal Bridge Tropical Conservatory. Employee will be responsible for cleaning restrooms, offices, meeting rooms, kitchens, outdoor sidewalks and grounds of assigned areas at the Myriad Gardens. Working conditions include restricted movement, dirty environment, lifts or carries heavy objects. Employee will be responsible for setup and cleanup of events and meetings.

#### Essential Duties and Responsibilities:

- Sweeps, mops, polishes, cleans windows and strips floors in rooms, halls and sidewalks.
- Dusts and/or polishes furniture, blinds and equipment
- Cleans restrooms and fills dispensers.
- Empties trash containers on outdoor grounds, restrooms and inside Crystal Bridge and picks up trash on the facility
- Vacuums, spot cleans, shampoos rugs, carpets and furniture using commercial type vacuum cleaners and shampooing equipment.
- Reports malfunction of bathroom fixtures, light fixtures, and/or damages to room and hall furnishings to supervisor.
- Stocks areas with appropriate supplies.
- Locks and unlocks doors as directed.
- Setup and teardown of tables, chairs and additional equipment for events and rentals.
- Initiates work orders for repair/maintenance.
- Moves furniture, equipment or fixtures as required.
- Washes dishes or utensils as required.
- May shovel and remove snow and ice from designated areas such as sidewalks, entryways and roofs as required.
- Assist facility personnel with maintenance items.
- Assist customers with information and resources if needed.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubber, extractor, high pressure washer, high speed buffer and vacuum, brooms, mops and squeegees for the cleaning and general maintenance of floors, walls, carpet, furniture, etc.
- Lock and unlock assigned buildings; secure building when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.

**Supervisory Responsibilities**

None

**Education and/or Experience**

- High school diploma or equivalent preferred
- Experience in basic custodial environment preferred but not required.

**Certificates, Licenses, Registrations**

- Valid Oklahoma Driver's License.

**Skills and Abilities Required**

- Excellent customer service and positive attitude
- Knowledge of cleaning equipment, products, techniques and standards
- Skill in using cleaning products and equipment
- Skill in following verbal and written instructions
- Ability to walk up and down stairs frequently
- Ability to lift heavy equipment and operate commercial cleaning equipment
- Ability to work flexible shifts and extended hours for special events.
- Must be a self-starter with the ability to work with minimal supervision.

**Salary and Benefits:** Hourly position \$11-\$12.00 per hour, no benefits

**To Apply:** Please contact Chelsea Wilson at 405.445.7092, by email at [cwilson@myriadgardens.org](mailto:cwilson@myriadgardens.org) or download job application at <http://oklahomacitybotanicalgardens.com>