**Position Overview**

This position provides support to all areas of Tower Hill with duties including general custodial, event set up and breakdown, building and grounds maintenance, and other duties as assigned.

**Schedule**

This custodian position is full-time. The standard work schedule for this position is 8 paid hours during the day with an unpaid 30-minute lunch break, Tuesday-Saturday. However, at times, individual will need to be flexible with this schedule based on the needs of the event calendar.

**Responsibilities**

- **General Duties:**
  - Routine cleaning of common areas and restrooms, carpet, floor and window cleaning, polishing dusting, sweeping, trash removal
  - Restocking of supplies in various common areas, including restrooms
  - Respond to emergency clean up situations
  - Vacuuming. Washing, buffing floors with industrial equipment and cleaners

- **Event Set up and Break down:**
  - Understand, interpret and execute written and electronic work orders
  - Communicate with other departments effectively regarding set up needs, work orders and electronic messages using provided computers
  - Deliver portable equipment: tables, chairs, audio visual equipment, stations, pedestals, etc.
  - Configure pre-event set up
  - Post-event breakdown and clean up

- **Building and Grounds:**
  - Cleaning of outside terraces, walkways, parking lots and entrances

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Tower Hill Botanic Garden believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. Tower Hill is an equal opportunity employer.
Full Time Custodian

- Assist with annual installation, removal and cleaning of window screens
- Performs winter weather tasks including but not limited to plowing, shoveling snow, operating a snowblower and applying ice melt as needed, at times when property may be otherwise closed to staff and visitors.
- Responsibilities include opening/closing/securing the buildings and property gate depending on work schedule
- Other Duties as assigned

Education and Experience
- High School diploma or equivalent
- 2-3 years proven work experience
- Ability to work independently or as a member of a team
- Experience working with the public, customer service
- Previous custodial experience preferred
- Good work ethic

Requirements
- Must have valid driver’s license

Physical Demands / Working Conditions:
- Must be able to lift 50 pounds and work outdoors in all seasonal extremes.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time and to navigate uneven grounds and stairs evenly.
- Must be able to work with appropriate computer and communications equipment.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

In addition to being an Equal Opportunity Employer, Tower Hill Botanic Garden aims to create an inclusive workplace that values each member of our team. We aspire to reflect and serve our visitors as well as the communities of Worcester County, Massachusetts and New England.

All Tower Hill employees must be fully vaccinated by October 1, or be approved to not be vaccinated for medical or religious reasons and be tested weekly.