



## **JOB OPENING: CARETAKER/CUSTODIAN**

### **GENERAL SUMMARY:**

The custodian is responsible for keeping the facilities in a safe and sanitary condition.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Periodic cleaning of all areas and surfaces in buildings, including restrooms, hallways, stairways, and glass.
- Responsible for keeping the facilities in a safe and sanitary condition.
- Additional duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Qualifications:**

- High School diploma or GED preferred.
- Evidences a history of demonstrating ethical and professional behavior.
- Previous experience as a general custodian.
- Knowledge of custodial equipment and supplies.
- Ability to work independently and multi-task effectively.
- Ability to handle multiple work priorities simultaneously and work with minimal supervision in a highly self-motivated manner.
- Must be able to lift and move up to 50 pounds.
- Position requires that employee be able to stand, walk, kneel, crouch, bend, reach, and walk up and down stairs. Must have use of all limbs.
- Must be able to read and write and follow directives.
- Ability to communicate effectively with a positive attitude.
- Excellent listening skills and customer responsiveness are essential.
- Ability to work weekends.

This position is classified as essential personnel, which may require attendance at work during inclement weather.

### **BENEFITS:**

Benefits include: dental and vision after 60 days; life and AD&D insurance; paid time off after 6 months; holidays; simple IRA account with employer 2% contribution after eligibility requirements are met.

### **TO APPLY:**

Please email letter of interest and resume to Brian Keefe: [brian@hildene.org](mailto:brian@hildene.org). You may also mail your application to: Hildene, The Lincoln Family Home, c/o Brian Keefe, President, PO Box 377, Manchester, VT 05254

*Hildene, The Lincoln Family Home believes diversity in identities, perspectives, and backgrounds, fosters creativity and enriches the workplace for us all. We deeply value different points of view that allow us to include and celebrate the diversity within our company, as well as build out better experiences for our guests and members. We welcome applicants of any race, religion, color, national origin, citizenship, gender, sexual orientation, age, and socioeconomic, marital, veteran, and disability status.*

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.