



# United States Marshals Museum

**Position:** Event Custodian  
**Reports to:** Facility Sales Manager  
**Starting Wage:** \$13/hour

## **SUMMARY:**

The Event Custodian is a part-time, non-exempt position within the United States Marshals Museum. This individual is key to maintaining a clean and stocked facility for guests of Museum events and programs or Facility Rental events; presenting a safe, clean and well-kept environment consistent with the USMM brand to advance its purposes and objectives. Event Custodian will work some weeknights and varying weekend nights, with a schedule based on when events are scheduled. This position is ideal for the individual who would like to have a supplemental income and is available to work a random schedule.

The Event Custodian is a Safety Sensitive Position.

## **Equal Employment Opportunity**

USMM maintains a strong policy of equal employment opportunity for all employees and applicants. We recruit, hire, train, promote, compensate and dismiss employees on the basis of such factors as experience, character, ability and skill, without regard to race, color, religion, sex, sexual orientation, national origin or heritage, age, marital or veteran status, disability, citizenship, or any other status protected by federal, state or local law.

## **RESPONSIBILITIES:**

### **BEFORE EVENT**

- Check + replenish bathrooms (toilet paper, paper towels, trash, etc.)
- Stage mop bucket with clean sanitation water in kitchen for catering

### **DURING EVENT**

- Keep an eye out for overflowing trash cans
- Keep an eye out for wet spots on floors
- Drink spills – Use Mop
  - don't forget to put a caution "WET FLOOR" sign up!!
- Food crumbs – Use broom and dust mop
- Upkeep bathrooms
- Paper products to be filled
- Trash off floors
- Toilets cleaned of any mess
- Sink counters wiped clean and dry

### **AFTER EVENT –**

- Sweep / Mop
- Re-stock bathrooms (toilet paper, paper towels, trash, etc.)
- Take out all trash + refill trash cans with bags

- Sanitize the bathrooms
- Empty all Mop buckets – including one in kitchen
- IF NOTED: Breakdown Event
- Fold/hang linens if clean. Bring to wash bin if dirty

#### **MINIMUM QUALIFICATIONS:**

- Education sufficient to understand and follow basic instructions, both verbal and written. Preferred high school diploma or equivalent.
- Ability to read, write and speak fluently in the English language.
- Combination hands-on training and job experience that provides the ability to perform the responsibilities and duties described.
- Dependable transportation.
- Able to pass a criminal background check.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Effective communication skills: written, verbal and listening.
- Working knowledge of basic cleaning equipment uses; cleaning chemical purposes, how to handle safely and how to properly use
- Ability to work independently, as well as being a complimentary team player.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential functions cannot be performed from a sitting or leaning position.

- Physical Demands: This position requires the physical demands of standing, sitting, bending, stretching, reaching, walking and lifting/moving up to 50 pounds; use of hands to finger, ability to feel and tool control. Vision abilities to include close vision.
- Work Environment: Work will be performed in an office environment and the museum, both indoors and outdoors. While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time. The noise level in the work environment is typically low to moderate; however, during events the noise level is often high.

*The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.*