



# THEODORE PAYNE FOUNDATION for Wild Flowers and Native Plants

## **Custodian**

**Posted November 9, 2021**

Theodore Payne Foundation's facilities are a critical link between the mission of the Foundation and our members, customers, and visitors. The Custodian provides a safe, clean space to both the staff and public and represents the Theodore Payne Foundation in a professional and ethical manner. The Custodian has primary responsibility for maintaining retail and office spaces. This position is part time and reports to the Director of Operations.

## **DUTIES & RESPONSIBILITIES**

- Sweeping, mopping and vacuuming floors; dusts furniture, walls, and equipment
- Scrubs, sanitizes, and supplies restroom facilities
- Gathers and empties trash
- Maintaining cleaning equipment
- Maintaining inventory of cleaning supplies
- Notifies managers regarding the need for repairs or additions to building operating systems
- Ensuring equipment and lights are switched off
- Secure facilities after operating hours by locking doors, closing windows and setting the alarm
- Other duties, as assigned

## **REQUIREMENTS**

- Proficient knowledge of cleaning equipment and agents
- Ability to stand and bend for many hours, and walk on uneven and gravelly surfaces
- Basic mathematical skills
- Ability to work with minimal supervision
- Physically agile and dexterous
- Available to work after hours
- Resilient to cleaning agents and chemicals
- Outstanding organizational skills
- Carry, monitor calls, and communicate with two-way radios
- Use, read and maintain a digital calendar, and monitor company email account
- Use online time keeping program to track work hours

## **SCHEDULE AND PAY**

This is a part-time position, typically working 9 hrs/week and on-call. Compensation hourly, \$18.00/hr. Specific work hours will be discussed upon hiring. Typically, work will be done during the morning/afternoon-early evening hours.

## **BENEFITS**

- Sick time
- Staff discount

## **TO APPLY**

Send resume and references to [andrew@theodorepayne.org](mailto:andrew@theodorepayne.org) with the subject heading of:  
**Custodian**

## **THEODORE PAYNE FOUNDATION**

The Theodore Payne Foundation is a non-profit nursery and educational organization that promotes the understanding and use of California native plants. For more information, visit [theodorepayne.org](http://theodorepayne.org). The Foundation is an Equal Opportunity Employer and all TPF activities are conducted without discrimination based on race, color, genetics, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or status as a protected veteran. TPF is also committed to compliance with all fair employment practices regarding citizenship and immigration status.

See [theodorepayne.org](http://theodorepayne.org) for more details.