

SITE SANTA FE

TITLE:	Custodian
STATUS:	Non-Exempt, Part-Time, Thursday - Monday (25 average hours/week)
REPORTS:	Facility Manager
DATE:	July 2022

SITE Santa Fe (“SITE”) is a non-profit contemporary arts organization based in Santa Fe, New Mexico. Since its founding in 1995, SITE Santa Fe has presented 11 biennials, more than 90 contemporary art exhibitions, and works by hundreds of emerging and established artists from around the world. SITE also presents public and educational programs that include conversations with artists and curators, film screenings, performances, concerts, hands-on workshops, and collaborations with Santa Fe Public Schools.

SITE Santa Fe is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Summary

The Custodian is a valuable member of the SITE Santa Fe team. The Custodian performs regular facility-wide cleaning routines and ensures that our building is presentable to our staff and public. The Custodian reports to the Facility Manager and works closely with the Facility Assistant, and Events Manager. Weekends, mornings, and nights are required. (Thursday - Monday).

Key Responsibilities

- Conduct daily and weekly routines for cleaning and maintaining the facility (bathrooms, lobby, staff kitchen, administrative offices, hallways, event spaces, windows) including, but not limited to: dusting, sweeping, mopping, polishing, scrubbing, and other assignments.
- With Facility Department staff, help maintain the outdoor spaces and exterior grounds as needed including trash pickup, snow removal, leaf blower and entryway sweeping
- Assist the Facility Department in monitoring and maintaining inventory of supplies and equipment as well as monitoring building maintenance, cleaning, and repair needs
- Report any safety hazards or items needing repair or attention to the Facilities Manager
- Work with the Events Manager and occasionally other department heads, to support SITE’s event cleaning needs.

Qualifications

- Strong initiative with a positive, proactive, and dependable approach to work. Must be a self-starter and creative problem solver.
- Must be able to lift 20 pounds, walk up and down stairs or a ladder, bend, kneel, stoop, and spend consecutive hours standing
- Flexible schedule (weekends required, some availability in evenings preferred)
- Strong verbal and written communication skills
- 1-2 years of experience working in a custodial capacity or similar role

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- Proven skills in industrial and/or commercial cleaning
- Professional, friendly, service-oriented personality
- Ability to operate mechanical cleaning equipment including vacuum, carpet cleaners, leaf blower and floor cleaners
- Comfortable in Microsoft Word, Excel, Gmail, and Google Docs
- Embrace SITE's commitment to diversity, equity, inclusion and accessibility

Application instructions: Applicants should submit a resume and a cover letter to job@sitesantafe.org, with the subject line "Custodian."