



## JOB DESCRIPTION CUSTODIAN

Department: Administration  
Reports to: Facilities Manager  
FLSA Status: Part-time, Non-exempt  
Effective Date: 2020

Hours: Monday – Friday, approximately 8:00 a.m. - 11:00 a.m., 15-18 hours per week

Hourly Rate: \$13.00

### **Position Summary**

The Custodian performs a wide range of cleaning support activities to facilitate the efficient and safe operation of MONA. Primary duties are to clean, sanitize, and maintain designated spaces within MONA both inside and outside of the building with careful attention to the safety of the artwork, staff and visitors.

### **Duties and Responsibilities**

- Cleans and disinfects restrooms
- Replenishes all supplies
- Sweeps and mops floors; vacuums floors and spot cleans carpets on a regular basis
- Empties individual trash cans and recycle bins; removes trash from building
- Sanitizes high touch objects such as handles and railings throughout the building
- Cleans glass top of front Information Center desk
- Cleans glass entrance doors
- Cleans sinks and counters in kitchen, program room and upstairs office
- Maintains cleanliness of elevator; ensures lights work
- Reports damages or any safety, sanitary, or fire hazards to Facilities Manager
- Performs other duties as assigned

### **Minimum Qualifications**

- High school diploma/GED or a combination of education, training or work experience
- Knowledge of principles and practices of custodial work
- Willingness to be trained using MONA procedures
- Ability to read or comprehend, and follow oral instructions; maintain cleaning equipment
- Once trained, able to work with minimal supervision
- Must be comfortable and able to work while wearing a mask
- Valid NE driver's license

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles, outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate. May work weekends. This position does not require routine or regular engagement in interstate commerce.

**Application Instruction:**

Please submit your resume and letter of interest

via email to: [mona@unk.edu](mailto:mona@unk.edu) or

by mail to: Museum of Nebraska Art  
2401 Central Avenue  
Kearney, NE 68847

Please do not call the museum, only applications submitted by email or mail will be considered.