



## Custodian

**POSITION OVERVIEW:** We are seeking a Custodian to join our staff. Our team educates approximately 25,000 students, campers, and members of the public year-round. The Custodian will help maintain and preserve our facilities. The ideal candidate will be experienced in a custodian role focused on building upkeep with a keen eye for detail and possess the ability to work independently.

**ABOUT US:** Project Oceanology is a non-profit marine science education and research facility. *Our mission* since 1972 has been to nurture interest and inspire enthusiasm for science and for our planet's marine environment from our waterfront facility in Groton, Connecticut. Project Oceanology is a year-round, marine science educational organization governed by local school districts and in collaboration with universities and other educational institutions. *Our vision* is to be the center of excellence for inquiry, and place-based science and marine education serving the evolving needs of our global community.

**JOB DESCRIPTION:** The custodian maintains a clean, safe, and inviting environment for our employees and visitors (including K-12 school groups, college age students, summer campers, and the public). The custodian performs daily routine cleaning tasks and addresses specific maintenance needs. The Custodian must possess knowledge, skill and ability in general building cleaning and minor maintenance. The Custodian works under the general supervision of the Administrative Manager.

This is an onsite position that requires in person work at our Groton, CT facility.

### RESPONSIBILITIES:

- Regularly carry out cleaning duties, such as dusting, sweeping, mopping, and vacuuming.
- Sanitize and disinfect surfaces in restrooms, common areas, and high-touch points.
- Empty trash and recycling bins.
- Clean windows, glass partitions, and mirrors.
- Clean and stock restrooms with soap, paper towels, and toilet paper.
- Report and address minor maintenance issues, such as leaky faucets, burned-out light bulbs, or damaged furniture.
- Coordinate with the Administrative Manager for more significant repairs by the University of Connecticut Avery Point Facilities Engineering Department.
- Safely operate and maintain cleaning equipment, such as floor buffers and power washers.
- Performs building security and safety functions such as locking doors and windows after hours.
- Monitor and manage cleaning supplies and request replenishment as needed.



- Adhere to safety protocols, including the proper use of cleaning chemicals, equipment, and personal protective equipment (PPE).
- Respond promptly to spills or accidents to ensure employee and guest safety.
- Prepare rooms for special events as needed.
- Performs thorough hostel bunkroom and bathroom cleaning as needed.
- Must be able to work a flexible schedule, including early morning, daytime, evenings, and weekends as needed.
- Regular attendance is a requirement of this position.
- Performs related work as required.

### **EDUCATION AND WORK EXPERIENCE:**

#### Education, Experience and Training

- Proven experience as a custodian, janitor, or in a similar role
- High school diploma or equivalent

#### Certifications:

- Criminal background check required

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

- Knowledge of use and maintenance of industrial cleaning equipment and appliances.
- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Knowledge of tools, equipment and methods of building cleaning and general maintenance.
- Attention to detail and conscientiousness to ensure thorough building cleaning and maintenance.
- Ability to handle physical requirements, such as lifting, bending, standing for extended periods, and operating cleaning equipment.
- Familiarity with basic handyman practices.
- Operating knowledge of and experience with computers and basic software applications.
- Ability to learn quickly; ability to work independently and effectively with minimum supervision, and to be self-motivated.
- Good written and verbal communication skills.

### **WHAT WE OFFER:**

- Hourly pay, \$16.75 - \$18.75 per hour based on experience.
- Up to 32 hours per week.

**HOW TO APPLY:** Send your resume to [admin@oceanology.org](mailto:admin@oceanology.org) using the subject line “Custodian”. In your email, tell us why you are interested in this position and about any relevant experience you have.

Project Oceanology is committed to a diverse workplace and to supporting our staff with ongoing career development opportunities. Project Oceanology does not discriminate based on ethnicity, race, gender, or sexual orientation and encourages all qualified individuals to



apply. We provide reasonable accommodation for applicants and employees as required by law.