



## Custodial

**Job Title:** Custodial

**Status:** Full-Time

**FLSA Code:** Non-Exempt

**Report to:** Facilities and Maintenance

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Who May Apply?** All persons legally authorized to work in the United States and meet minimum education and experience.

**Salary:** \$13.00 - \$15.00 (per hour)

### **Position Summary:**

The Janitorial staff plays a crucial role in maintaining the museum's pristine condition, ensuring that it remains a welcoming, safe, and enjoyable environment for all visitors. This position encompasses a variety of daily cleaning operations, including sweeping and mopping floors to remove dirt and debris, vacuuming carpets to maintain their appearance, and thoroughly sanitizing restrooms to ensure hygiene and comfort.

### **Essential Duties and Responsibilities:**

- Responsible for emptying trash receptacles to prevent overflow and unpleasant odors
- Restocking supplies such as soap and paper towels
- Performing minor repairs to keep facilities in excellent condition
- Operating heavy-duty cleaning equipment, such as floor scrubbers and carpet cleaners, which necessitates careful handling and adherence to strict safety protocols.
- Manage inventory, ensuring all cleaning materials are readily available for their routine tasks
- Inspect and evaluate the condition of the buildings, grounds, equipment, machinery, and sidewalks.
- Make maintenance improvement recommendations to the Director.
- Undertake comprehensive and ongoing training for the custodial team.
- Assist with coordinating the setup and breakdown of tables, chairs, and linens for various meetings, programs, events, and other activities.
- Establish and maintain a positive and respectful attitude with peers, subordinates, supervisors, administrators, and visitors.
- Ensure that all work is performed in conformance with the museum's safety programs.
- All other duties as assigned.

### **Qualifications**

- A high school diploma or equivalent certificate of completion.
- 1+ years of custodial experience
- Knowledge of safe and correct handling of cleaning supplies and methods used in the custodial trade.
- Knowledge of applicable OSHA regulations.
- Knowledge of basic and modern cleaning methods, including preserving floors, whiteboards, carpets, furniture, walls, fixtures, locker rooms, and restrooms.



**Preferred:**

- Experience in museums, public venues, or large facilities
- Floor care experience (buffing, chemicals, carpet cleaning)

**Requirements**

- Reliable transportation is required.
- A valid driver's license with a clean driving record is essential.
- Must pass annual background checks to ensure that employees maintain a clear background.
- Flexibility to work various outside hours, including overtime, late nights, weekends, and holidays, is mandatory.

**Physical Requirements:**

- Work indoors and outdoors in fluctuating temperatures.
- Work under adverse situations and conditions.
- Work on ladders, lifts, and heights.
- Lift, push, pull, and carry up to 40 pounds and kneel/bend/stoop/squat for extended periods of time.



1900 N. Chaparral St.  
Corpus Christi, TX 78401

## EMPLOYMENT APPLICATION

Your application will be reviewed in detail. The decision on which applicants will be interviewed will be based on the information you provide within the format given herein. You may attach your resume to this application but it will not be accepted in lieu of an application.

Our policy is to provide equal employment to all qualified persons without regard to race, creed, color, religious belief, sex, sexual orientation, age, national origin, ancestry, physical or mental disability or veteran status.

### PERSONAL INFORMATION:

Name: \_\_\_\_\_

Complete Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a U.S. citizen or authorized by INS to work? *(Documentation will be required)*  Yes  No

Have you ever been convicted of a felony? *(This will not necessarily affect your application)*  Yes  No

If yes, please explain:

Are you bi-lingual?  Yes  No In what language/languages? \_\_\_\_\_

### EMPLOYMENT DESIRED:

Position applying for: \_\_\_\_\_

Have you ever applied for employment here?  Yes  No

When \_\_\_\_\_ What position? \_\_\_\_\_

Have you ever been employed by this company?  Yes  No

When \_\_\_\_\_ What position? \_\_\_\_\_

Are you presently employed? Yes No      May we contact your present employer? Yes No

Supervisor Name: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Are you willing to travel? Yes No      Do you have an automobile? Yes No

Valid Driver's License Number:       State:

Can you provide proof of auto insurance? Yes No      Date you can begin employment:

**EDUCATION:**

High School      Location      Graduate      Yes No

\_\_\_\_\_      \_\_\_\_\_      GED      Yes No

College      Location      Degree Obtained and Major

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you provide proof of your education? Yes No      (*Documentation will be required*)

Are you planning to continue your studies? Yes No

If yes, where and what courses of study? \_\_\_\_\_

**COMPUTER SKILLS:**

Typing Speed in WPM: \_\_\_\_\_

- List all the Computer Software that you are **proficient** in and describe your experience and skills in each.

**WORK EXPERIENCE:** Please list employment for the last five-(5) years starting with most recent employment.

<i>Employer:</i>		<i>Date From</i>		<i>Date To</i>	
<i>Address:</i>					
<i>Position/Title:</i>					
<i>Responsibilities:</i>					
<i>Reason for Leaving:</i>					

<i>Employer:</i>		<i>Date From</i>		<i>Date To</i>	
<i>Address:</i>					
<i>Position/Title:</i>					
<i>Responsibilities:</i>					
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<i>Employer:</i>		<i>Date From</i>		<i>Date To</i>	
<i>Address:</i>					
<i>Position/Title:</i>					
<i>Responsibilities:</i>					
<i>Reason for Leaving:</i>					

*Attach an additional sheet if needed to list all employments in the last 5 years*

**REFERENCES:**

List three references (**two of whom must be former employers**), not related to you, whom you have known more than one year.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Please tell us which responsibilities outlined in the accompanying job description are most suited to your skills and why:

Please tell us which responsibilities outlined in the accompanying job description will be most challenging or even difficult for you to fulfill and why:

Please help us make an informed decision on you as an applicant. What is it that makes you stand apart from other qualified applicants?

Please list your anticipated rate of compensation for this position: \$ \_\_\_\_\_

**(applications without this information will not be considered)**

*Thank you for your time and careful consideration in completing this application. Please be assured that we will also take time and careful thought in our consideration.*

**PLEASE READ BEFORE SIGNING:**

I acknowledge the importance of telling the truth on this application and any associated documents (herein “application”). I affirm that all of the information provided by me on this application is true to the best of my knowledge. The information is also not intended to mislead The Corpus Christi Museum of Science and History in any way about my qualifications or background. If I have omitted any information or provided information that is false or misleading, my application will be rejected, and I will not be eligible for employment. In addition, if it is later learned that any information on this application is false or misleading, that I may be subject to discipline up to and including immediate discharge.

I authorize my previous employers, schools, or persons listed as a reference to give any information regarding employment or educational record. I agree that The Corpus Christi Museum of Science and History and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this organization, I will comply with all rules and regulations set by the organization in any communication distributed to the employee.

I understand that employment with The Corpus Christi Museum of Science and History is “at will” which means that either this organization, or I may terminate the employment relationship at any time, with or without prior notice.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_