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| **Job Title:** Custodian / Environmental Services | **Reports to:** Director of Visitor Experience |
| **Work Status:** Temporary,Part Time | **FLSA Status:** Non-Exempt |
| **Developed:** | **Approved by:** |

**PPC Mission Statement:**

Improving quality of life for the people of Pittsburgh by restoring the park system to excellence in partnership with government and the community. Projects and programs are conducted with respect for the environment, historic design, and the needs of our diverse region.

**Position Summary**:

Pittsburgh Parks Conservancy is seeking part-time custodial staff for the Frick Environmental Center**.** Candidates must have a minimum of three years’ experience in the custodial/janitorial field. Detailed knowledge of cleaning procedures, the ability to work independently, be dependable, have strong customer service skills and be able to follow directions is required.  Knowledge of environmentally friendly cleaning supplies is preferred. The successful candidate will have an excellent attendance record and a strong work ethic. Must be able to work mornings, afternoons, weekends and holidays.

Work hours: Shift #1 (20 hours) Monday through Friday, 6:00am – 10:00am

                        Shift #2    (20 hours) Friday, 10:00am – 4:00pm

                                             Saturday, 10:00am – 6:00pm

                                          Sunday, 10:00am – 4:00pm

Compensation is $15/hour

Qualified candidates should apply by sending a letter of intent and/or a résumé to [info@pittsburghparks.org](mailto:info@pittsburghparks.org). PPC is an equal opportunity employer. This position represents the Parks Conservancy with community, the City of Pittsburgh, and other non-profit partners to advance the mission of the Parks Conservancy.

**Position Duties:**

Performs under the general supervision of the Visitor Service Supervisor and is responsible for, but not limited to, the following duties:

Essential Duties:

* Perform daily cleaning of Frick Environmental Center and the surrounding areas including vacuuming, sweeping, mopping floors, emptying trash/recycling/compost containers, dusting, cleaning glass surfaces, cleaning and sanitizing high-traffic areas including offices, kitchens, hallways, stairwells and bathrooms.
* Organize and keep inventory of supplies.
* Ability to answer questions concerning the facility or park in a friendly manor.
* Assist guests who have rented the space with set-up, clean-up and other general requests they may have concerning the building.
* Be an integral part in shaping the knowledge, understanding and appreciation that visitors have for Pittsburgh Parks.
* Positively and constructively address issues with staff, clients, vendors and tenants.
* Share information about the park’s resources, programs and history with visitors.
* Implement work plan based on calendar of programs and events.
* Provide input, recommendations, and support to the Conservancy staff.

**The Way We Work - The Employees of the Pittsburgh Parks Conservancy:**

* Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of Conservancy strategies and objectives.
* Foster meaningful interaction among diverse individuals through the exchange of information to produce understanding.
* Continuously develop and use effective strategies and interpersonal styles to engage and guide others toward the accomplishment of identified objectives and goals in the best interest of the Parks Conservancy.
* Consistently work toward the common good of the organization and encourage others to do the same.
* Conduct themselves at all times in a professionally appropriate and respectful manner.
* Apply the proper safety/security practices according to established protocols, guidelines and policies.
* Maintain strong work ethic and demonstrate flexibility.

**Skills and Ability to** (position requirements at entry):

* Understand and appropriately adhere to organization policies and procedures.
* Enjoy and provide outstanding customer service within a diverse work and customer environment.
* Set appropriate priorities while coordinating multiple projects and meeting critical deadlines.
* Solve problems; negotiate effective and appropriate solutions to difficult conflicts; and effectively handle critical, controversial, confidential, and/or sensitive matters.
* Demonstrate self-motivation and take advantage of emerging opportunities.
* Proficient in English.
* Establish and maintain effective, respectful and productive working relationships.
* Show respect and sensitivity for cultural differences.
* Handle matters with highest degree of professionalism, including maintaining appropriate levels of confidentiality.
* Approach situation analysis and problem solving through the lens of racial equity, including use of effective and appropriate engagement with people from diverse communities.

**Training and Experience** (position requirements at entry)**:**

* The following three background clearances are required: Department of Human Services Child Abuse History Clearance; Pennsylvania State Police Request for Criminal Records Check; Federal Criminal History Record Information (CHRI)
* Valid driver license or government ID.

**Physical Requirements:**

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

The physical ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, feel, grasp, lift, talk, see, hear and perform repetitive motions. The ability to remain in a sitting or standing position for extended periods of time.

Operating equipment requiring continuous or repetitive hand/arm movements.

The incumbent may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces and to ascend and descend ladders to access work areas.

Exerting up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. The work may occasionally involve the ability to lift up to 50 lbs.

The ability to perform job duties for extended periods of time in all weather.