



Discovery Center Custodian

The Discovery Center Custodian is a corpsmember position. The custodian will be responsible for the upkeep and maintenance of the Discovery Center facility and surrounding buildings. Duties will include the cleaning and maintenance of facility restrooms, work stations, front desk, offices and meeting rooms. Custodian will be responsible for overseeing the recycling program and collection routes. Position is also responsible for setting up interpretive programs at the Discovery Center.

Job Duties:

- Sweeps, mops, and scrubs floor surfaces throughout the facility.
- Keeps a stock of cleaning materials and equipment needed to do the work, also reports when all supplies are low.
- Maintains custodial equipment to assure maximum use. Reports all major repairs to supervisor.
- Empties waste baskets, trash cans from rooms and offices throughout the facility. Takes trash outside to the trash dumpster. Sorts recycling into designated containers.
- Washes windows inside and out. Dust blinds and may replace burn out light bulbs. These duties require climbing and standing on ladders.
- Keeps restrooms in a clean orderly and sanitary condition. Sweep, mops, and disinfects the floor of the restrooms, as well as, cleans, disinfects and sanitize the sinks, toilets, and urinals. Cleans mirrors, vents, doors, and water fountains. Dust ledges and woodwork. Replaces deodorizers, toilet tissue, paper towels, and soap dispensers.
- Clean various areas such walls, floors, furnishings, equipment, windows, offices, entrances, etc. wiping surfaces using proper cleaning techniques, universal precautions, and chemicals.
- Manage recycling program under the supervision of the recycling program manager, including scheduling of events with the Program Coordinator, scheduling off site recycling route pick up, maintain collection records for recycling program, work with staff and visitors to increase recycling program
- Perform seasonal tasks such as the following: cut/pull weeds, water native plant gardens and trim bushes. Pick up litter from area outside the building and in the parking lot.
- Perform general maintenance of facility, including painting and sanding projects
- Assist with concert series, including set up, restroom maintenance and clean up.
- Wear personal protective equipment as required. Participates in performance improvement activities. Maintains required reports, checklists, and daily logs.
- Assist, help and cooperate with other SCMF staff to meet the goals of the SCMF

Corpsmember Position Requirements: The Southern California Mountains Foundation Urban Conservation Corps offers young men and women the chance to better their lives. Corpsmembers serve in the Southern California Mountains and become employable citizens through hard work in environmental conservation. Meaningful projects build valuable workforce skills that increase job readiness. The Custodian is required to be 18-25 years old and will be asked to sign a corpsmember contract.

Position Reports to: Discovery Center Manager



Reporting Location: Big Bear Discovery Center, Fawnskin, CA

Qualifications:

1. Position open to 18-25 year olds
2. Experience serving the public
3. Physically capable of repeated bending, squatting and lifting 50 lbs.
4. Capable of working in adverse outdoor conditions
5. Positive attitude
6. Possess problem solving skills
7. Experience working with youth and volunteers
8. Excellent verbal and written communication skills
9. Demonstrates leadership abilities
10. Self-motivated and capable of working independently
11. Flexibility in working with shifting priorities
12. Driver's license and excellent driving record
13. Vehicle to drive to project sites; mileage is reimbursed
14. Be subject to criminal background check

Pay Rate: Full-time 16 Week Position (May/June – September) with possible extension: 40 hours per week at \$10.50/hour. Weekend work is required; tentative schedule Thursday - Monday; with mandatory evening programs.

How to apply: Send resume, cover letter and three references to Wendy Craig by April 27, 2017.

Wendy Craig, Discovery Center Manager, at wcraig@mountainsfoundation.org

The Southern California Mountains Foundation is an Equal Opportunity Employer