



**3001 Woodland Avenue  
Duluth, MN 55803  
218-724-6735  
www.hartleynature.org**

### **Position Description: Custodian**

**Position:** Custodian - Janitor

**Status:** Part-time (14 hours/week) - Schedule is variable depending on season, but generally requires 2 hours each day M-F (early morning or night), and 4 hours on the weekend.

**Compensation:** \$11/hour

**Organization Summary:** Hartley Nature Center (HNC) is a non-profit environmental learning center located within the 600+ acre Hartley Park in Duluth, Minnesota. HNC provides programs for thousands of children and adults each year: from schools, preschool, youth groups and the general public. The 7,500 square foot nature center is designed as a model of energy-efficient, environmental building practices and provides classrooms, exhibit areas, offices and storage areas to support and enhance HNC programs.

**Position Summary:** With direction from the Director of Operations, the Custodian will perform janitorial cleaning and maintenance duties daily for the office, bathrooms, exhibit hall, and classroom spaces, and ensure they are clean for the start of each day.

#### **Responsibilities:**

- Clean and restock restrooms
- Clean office, classrooms, and exhibit area to support programming
- Coordinate garbage and recycling services
- Perform routine maintenance of custodial equipment and organization of mechanical room
- Maintain outdoor entry areas
- Assist with snow removal and outdoor walkway cleaning as needed
- Shampoo carpets as needed
- Maintain supply stock and place supply orders with Director of Operations
- Other duties as assigned

#### **Required Abilities/Qualifications:**

- Must be dependable & detail-oriented
- Ability to lift and manipulate heavy objects.
- Strong communication skills a must
- Ability to safely use cleaning equipment, chemicals, and supplies.
- Ability to read, understand and follow cleaning protocols and safety procedures.
- Previous work experience in a similar position strongly preferred.
- Must be flexible and have availability that includes nights or early mornings, and weekends.
- Must be able to work independently with minimal supervision
- Must be able to pass background check\*

**Application Procedure:** Submit employment history, and contact information for three references.

Submit your application to:

Matt Willey  
Director of Operations  
Hartley Nature Center  
3001 Woodland Avenue  
Duluth, MN 55803  
operations@hartleynature.org

**No phone inquiries, please.**