



## Employment Opportunity – Museum Custodian - Full-Time

The Cummer Museum of Art & Gardens seeks a reliable and capable Museum Custodian to ensure the cleanliness, safety, and functionality of Museum buildings and grounds. This position is primarily custodial in nature, with responsibilities that include routine cleaning of public and staff areas, event setups, and light maintenance duties. The role plays a critical part in maintaining an exceptional experience for Museum visitors and a safe, healthy environment for staff and collections.

### Essential Function:

- Support the Museum’s mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect of the individual, commitment to our community, accountability, and ownership.

### Custodial & Housekeeping (Primary Focus)

- Perform daily custodial tasks including sweeping, mopping, vacuuming, dusting, and restroom sanitation.
- Work is performed during hours when visitors are present and requires special efforts to preserve visitor safety and experience.
- Clean and maintain all visitor and public spaces, staff offices, art studios, hallways, employee common areas, boardroom, stairs, and elevators.
- Sanitize high-touch surfaces including railings, door handles, and light switches.
- Clean windows, mirrors, walls, drinking fountains, tables, partitions, and wood/metalwork.
- Operate floor machines to maintain tile and waxed floors.
- Spot clean spills and stains on carpets and tile floors.
- Remove trash and recyclables; replace liners in all receptacles.
- Pick up litter and other debris throughout the Museum facility, grounds, and parking areas.
- Replenish restroom and janitorial supplies (soap, paper towels, toilet tissue, etc.).
- Pressure wash exterior surfaces and clear debris from outdoor spaces, entryways, and roofs.
- Maintain cleanliness of patios, walkways, and Museum parking lots.
- Maintain accurate supply inventory and requisition materials as needed.

### Event Support

- Set up, arrange, and remove tables, and chairs to prepare Museum spaces for meetings, special events, and private functions.
- Provide on-site facility support during special events and programs.

### Basic Maintenance & Facility Support

- Performs basic mechanical and light maintenance tasks—including minor repairs to fixtures, equipment, furniture, lighting, plumbing, walls, and door hardware—

and identifies and reports issues requiring advanced mechanical or facilities support.

- Conduct weekly roof drain inspections and clean as needed.
- Assist with shipping/receiving and basic building system checks (HVAC, plumbing, lighting).
- Respond to work orders and report maintenance needs or safety concerns promptly.

#### Safety & Compliance

- Adhere to all Museum and safety protocols including PPE usage and cleaning product handling.
- Secure doors and equipment and monitor for facility hazards.
- Maintain cleanliness during public hours without disrupting visitor experience.

#### Knowledge, Skills, and Abilities:

- High school diploma or GED equivalent required with at least one year experience performing janitorial, custodial, or housekeeping duties, preferably in a museum, school, or other public facility.
- Knowledge of basic cleaning methods and maintenance skills.
- Knowledge of occupational hazards and standard safety practices and procedures used in housekeeping and building maintenance.
- Familiarity with materials, chemicals, supplies, and equipment used to clean offices and public buildings in an efficient and economical manner.
- Self-motivated with a pleasant, positive and helpful attitude.
- Willingness to perform a variety of custodial-related tasks.
- Effective communication skills and the ability to deliver extraordinary customer service to visitors, staff, and volunteers.
- Ability to handle chemical products, soaps, and cleaning agents in a safe and responsible manner.
- Ability to independently operate standard cleaning, moving, and maintenance equipment, such as a floor machine, ladder, vacuum cleaner, hand truck, and pallet jack.
- Ability to follow instructions and adhere to schedules and assignments.
- Ability to exercise care and good judgment in performing assigned duties.
- Ability to manage multiple tasks and work alone without close supervision.
- Ability to work a flexible schedule, including evenings, weekends, and public holidays. Available to work special events that may occur outside of regular work schedule.

#### Working Conditions and Physical Requirements:

- Normal building and office environment with occasional outside work on the Museum's entry ways, patio, and parking lot.
- Regularly required to walk, sit, stand, remain on feet for long periods of time, stoop, bend, kneel, crouch, climb, balance, lift or move heavy objects weighing up to fifty (50) pounds, and reach with hands and arms.
- Frequently required to talk or hear.
- Specific vision abilities include close vision, distance vision, and the

ability to adjust focus.

- Use various cleaning agents, some with harsh chemical compounds, and must be able to read and understand product labels.
- May be exposed to wet or humid conditions, moving mechanical parts, power tools, noise, and fumes or airborne particles.

#### **Why us?**

- Medical, dental, vision, life insurance, telemedicine, short-term and long-term disability coverages.
- 403b retirement plan with match up to 5%.
- Generous Paid Time Off and Holiday Structure.
- Early Access to exhibitions before public access.
- Reciprocal membership and admission access to over 2,000 gardens and institutions through:
  - [AHS](#) (American Horticultural Society)
  - [NARM](#) (North American Reciprocal Museum Association)
  - [ROAM](#) (Reciprocal Organization of Associated Museums)
- Discounts in café and Museum store.
- Competitive compensation with opportunity for professional development.
- Did we mention this is a museum and historical gardens? We're surrounded by beauty.

**Our Mission:** To Engage and Inspire through the arts, gardens, and education.

**Remote work:** N/A

**Hourly Rate:** \$16

**Resume required.**

Qualified applicants send résumé to the Cummer Museum of Art & Gardens, Attn: Human Resources Department, 829 Riverside Avenue, Jacksonville, FL 32204 or [jobs@cummuseum.org](mailto:jobs@cummuseum.org)