



LYME ACADEMY

OF FINE ARTS

Full-Time Custodian Job Description

The Lyme Academy of Fine Arts is seeking a full-time Custodian to join its team of dedicated and supportive staff. This role is integral to maintaining the daily operations and cleanliness of our campus buildings, which span 40,000 square feet. The Custodian plays a crucial role in upholding Academy standards and ensuring compliance with relevant regulatory codes, fostering a safe and pristine environment for our students, faculty and staff, and visitors. This position reports directly to the Facilities & Security Manager.

Essential Duties:

- Maintain cleanliness and orderliness throughout the Academy's facilities, focusing on common/shared spaces, including 11 full bathrooms, hallways, entry areas, studios, and offices.
- Maintain clean and orderly condition of unique and diverse-use spaces, including 4 kitchenettes, a library, and art gallery, and a rental office area.
- Perform routine cleaning and maintenance activities such as sweeping, mopping, scrubbing, vacuuming, trash collection, sanitizing, restocking supplies, dusting, and other complementary duties.
- Plan, organize, and prioritize cleaning across campus buildings in coordination with class and activity schedules.
- Perform routine cleaning tasks according to a schedule aligned with classes and activities, under the supervision of the Facilities & Security Manager.
- Conduct routine and proactive inspections of campus facilities and grounds.
- Respond promptly to cleaning requests with a professional demeanor.
- Adhere to the Academy's safety policies to ensure a safe and secure learning and working environment for all.
- Maintain, utilize, and service cleaning equipment as needed.
- Evaluate cleaning inventory and ensure timely ordering of necessary supplies.
- Report maintenance and operational issues promptly.
- Supervise a small number of work-study student studio cleaners.
- Assist the Facilities & Security Manager with campus projects as needed and as appropriate.
- Participate in an organizational team that helps with various projects as needed and able.
- Participate in event and meeting set up and breakdown.
- Learn and develop new skills under direction of the Facilities & Security Manager, as requested.

Qualifications:

- High degree of professionalism and attention to detail.
- High level of daily commitment and responsibility, with availability to work a few weekend days each year.
- Physical capability to stand, walk, and bend for extended periods.
- Ability to perform repetitive tasks for long durations.
- Capacity to lift heavy objects, climb ladders, and work at heights.
- Sensitivity to cleaning requirements in spaces that contain art objects.
- Strong communication skills.

Education and Experience Requirements:

- Proficiency in standard cleaning methods and procedures.
- Experience using cleaning equipment such as vacuum cleaners, floor buffers, and cleaning solutions.

- Background in safely handling, mixing, and using cleaning chemicals.
- Knowledge of occupational safety rules and hazards.
- Demonstrated skills in inventory control.
- Work history in educational and/or arts institutions is advantageous, but not required.

Salary

- Full-time position (40 hours per week).
- Annual salary of \$50,000.
- Health benefits and 401k plan included.

Application deadline is August 23, 2024 with an anticipated start date in September 2024.

It is the policy of Lyme Academy of Fine Arts not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

Please apply at www.lymeacademy.edu under the “Opportunities” tab.