

## Mount Desert Land & Garden Preserve

[www.gardenpreserve.org](http://www.gardenpreserve.org)

**Title:** Custodian/General Tradesperson

**Reports to:** Director of Facilities and Skilled Tradesperson

**Location:** Seal Harbor and Northeast Harbor, Maine

**Scope of Work:** The Custodian assists all areas of the Preserve with custodial care and building maintenance projects. The Custodian ensures that work is conducted in a safe and efficient manner. The Custodian may assist the Facilities Director and Skilled Tradesperson with other projects as needed and assigned. All tasks are performed in accordance with the Preserve's strategic plan and in alignment with our vision, mission, and core values.

The Land & Garden Preserve is a nonprofit organization located in Seal Harbor and Northeast Harbor, Maine. The mission of the Preserve is to share the beauty of historic lands and gardens on Mount Desert Island. The gardens are comprised of the Abby Aldrich Rockefeller Garden, Asticou Azalea Garden, and Thuya Garden. The Preserve also manages natural lands from the head of Northeast Harbor, across Little Long Pond, and east to Hunter's Cliffs in Seal Harbor. These lands include a vast network of hiking trails and nearly ten miles of carriage roads. The lands and gardens managed by the Preserve are open to the public.

### Essential Job Functions:

- Ensures safety and health along with proper working order for all Preserve restrooms.
- Schedules all cleanings to cause least amount of interference with visitors and Preserve staff.
- Cleans, dusts, and wipes all furniture.
- Ensures proper management of all waste and recycling.
- Vacuums and mops all floors, shampoo all carpets as scheduled and needed.
- Safely uses and maintains all cleaning tools.
- Follows all safety instructions regarding the use of all cleaning supplies.
- Locks and unlocks all assigned buildings according to set schedule.
- Practices energy conservation by turning off lights, turning down heat, etc. at all Preserve buildings.
- Assists with event set up and break down.
- Assists Skilled Tradesperson with minor carpentry, painting, and small repair projects.
- Assists with snow/ice removal and safe entry into Preserve buildings.

### Qualifications:

- Valid driver's license required
- Ability to lift equipment and supplies in excess of 50 pounds
- Ability to work on the ground and outdoors in a variety of weather conditions
- Continued knowledge and application of OSHA safety standards
- Continued knowledge of best environmental practices, including environmentally sustainable cleaning products and practices
- Continued knowledge of reducing waste within an organization
- Ability to work as part of a team and independently
- Experience with custodial and cleaning equipment
- Ability to communicate with a variety of people (staff, visitors, etc.)

**Note:** Although specific skills other than those mentioned above are not required for hire, the willingness and enthusiasm to learn and apply new skills is desirable.

**Employment Status:** Non-exempt position averaging 32 hours a week, year-round. Some flexibility in scheduling with weekend duty required. All scheduling is subject to the discretion of the Facilities Director and Skilled Tradesperson.

**To apply** please send a cover letter and resume to [info@gardenpreserve.org](mailto:info@gardenpreserve.org).