Position Title: Custodian and Event Assistant
Reports To: Director of Facilities
Job Category: Full-time; full benefits
Job Description: Responsible for cleaning and custodial maintenance.
Salary: $16/hour

Duties and Responsibilities:
- Perform daily and weekly cleaning and custodial maintenance of all buildings, facilities and grounds according to set schedule
- Monitor inventory levels of cleaning supplies and report anticipated outages to purchasing staff
- Undertake special cleaning projects including cleaning carpets, walls and glass
- Trash removal from offices, building, parking lots, trails, grounds area and frontage road
- Use the leaf blower to clear debris from the paved areas of the Visitor’s Center
- Close the arboretum as needed, ensuring all the visitors have left and the arboretum is locked and secure
- Assist in the set-up and tear down of all BTA events
- Other duties as assigned

Required Knowledge, Skills and Abilities:
- Knowledge of equipment, tools and procedures of cleaning and custodial maintenance
- Self-motivated and strong attention to detail
- Ability to effectively communicate and follow directions
- Able to work weekends as assigned
- Friendly personality with excellent interpersonal skills
- Ability to move and manipulate up to 10 pounds and occasionally lift or move more than 60 pounds
- Ability to read, understand, follow and enforce safety procedures

Qualifications
- One year custodial experience
- High school diploma or equivalent
- Valid Arizona driver’s license
- Access to mobile phone and familiarity with email

Working Conditions:
- Outdoor work environment including exposure to extreme temperatures, rain, dust, allergens, insects, wild animals, and sun

Boyce Thompson Arboretum (BTA), an independent non-profit organization, is located just outside of Phoenix, Arizona. At 372 acres, it is the largest and oldest botanical garden in the state of Arizona, and holds a collection of 4,025 species. The Arboretum brings together plants from the world’s varied deserts and dry lands, displaying them alongside native Sonoran Desert vegetation in the stunning Superstition Mountains. BTA is an equal opportunity employer. [www.btarboretum.org](http://www.btarboretum.org). To apply: send Cover Letter and Resume to Leonard Drayton at leonard.drayton@btarboretum.org.