



CUSTODIAN, FULL-TIME

Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including a historic mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. With seasonal events and programs, and space for private rentals and celebrations over 800,000 guests enjoy Maymont yearly. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

The Foundation is seeking a Custodian to clean interior and exterior area of Maymont, promoting the overall health and safety for the staff and general public. This position is under general supervision of the Lead Custodian.

Essential Functions include:

- Clean and stock paper products in both public and staff restrooms before daily opening
- Empty trash and recycling containers in both interior and exterior public areas and offices
- Setup for meetings, rentals, and special events including: providing additional cleaning attention before, during and after site rentals; moving and setting up chairs, tents, and tables; adjusting thermostats and setting up refreshments for meetings and events
- Clean and provide floor care for administrative offices and public spaces (classrooms, rental space, etc.)
- Reports the following to the Lead Custodian: presence of animals, vermin or insects, the need for cleaning supplies in advance, water leaks or other maintenance needs, and any/all health or safety hazards
- Minor plumbing repairs such as urinal and toilet repairs, unclogging drains, and stocking supplies
- Painting interior and exterior surfaces as needed
- Clean glass entrance doors, and clean building windows as needed
- Inspect for light bulb outages throughout public spaces (interior and exterior) and replace light bulbs as needed
- Clean gutters of buildings on property at least twice a year
- Supports the mission and vision of Maymont Foundation, including participating in several events each year.
- Other duties as assigned

Core Competencies:

- Ability to understand and carry out routine oral and written instructions
- Ability to work both independently and with others
- Ability to work a flexible schedule that includes evenings, weekends, and holidays
- Ability to interact positively with guests and foundation volunteer

Education and Experience:

- One (1) or more years of experience in custodial services and/or building maintenance
- High school diploma
- Must have a valid driver's license and be subject to a DMV background check
- Ability to perform manual work including lifting, carrying, bending and climbing
- Ability to lift at least 50 pounds
- Ability to sustain various periods of light to moderate heavy physical activity

This job is both out of doors and inside buildings so one must have the ability to work in all weather conditions including but not limited to heat, rain and snow.



Competitive compensation and benefits package include paid-time-off and health, dental, vision, disability and life insurance. To be considered for this position, please email your cover letter and resume to employment@maymont.org and include the position title in the subject line.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

EOE Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants must be authorized to work in the United States.

To keep staff safe, personal protective equipment including hand sanitizer, gloves and masks are provided as appropriate. Protocols for social distancing are in place.