



LEAD 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 the historic Maymont Mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. 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 Maymont Foundation is seeking a Lead Custodian to effectively lead the custodial team and perform daily custodial duties throughout Maymont including its historic gardens, arboretum, grounds, and facilities. The Lead Custodian is responsible for implementing cleaning procedures that achieve health standards while also performing preventative maintenance. The Lead Custodian is also responsible for planning and directing custodial operations, as well as servicing primary setup and takedown for internal customers' and external clients' meetings, programs and special events that take place on the property, and maintaining records as needed. This position reports to the Director of Park Operations and Facilities Management.

Essential Functions:

- Serves as team leader of the custodial team providing supervision to custodial staff, recruitment and training of new staff, team scheduling, and ongoing management of custodial needs
- Manage inventory and purchasing of all custodial supplies, paper products, and equipment
- Supports the development and implementation of policies and procedures related to custodial maintenance
- Provides daily upkeep of park facilities, restrooms, and office spaces including routine cleaning and disinfection of all surfaces, floor care, and stocking of paper products
- Maintains the beauty of the park through the ongoing upkeep of trash and recycling receptacles in both interior and exterior public areas and offices, and removal of litter from grounds
- Provides support for meetings, rentals and special events, including preparation of spaces and deep cleaning; moving, hauling and setting up chairs, tents and tables; and pack-up and cleaning
- Assists the buildings and facilities maintenance team with preventative maintenance, minor repairs and other projects (light bulb replacement, clearing drains, etc.)
- Monitors and reports to appropriate parties any safety and health hazards, including the presence of animals, vermin or insects; needed maintenance and repairs; and other threats to visitors/staff, buildings and grounds, or wildlife
- Observes and maintains established safety policies and procedures and takes appropriate precautions during the course of performing daily tasks
- Supports the organization's mission and vision, including assisting with special events, programs and activities across Maymont
- Performs other duties as required

Required Skills/Abilities:

- Manage staff and multiple responsibilities and tasks simultaneously
- Diagnose problems with various types of equipment and resolve issues
- Operate standard maintenance equipment while applying safety standards to prevent hazards



- Work independently without direct supervision
- Follow safe work practices including workplace safety policies and procedures
- Read and interpret product labels, and maintain appropriate records
- Serve the public and represent the Foundation with courtesy and professionalism
- Strong oral and written communication skills and the ability to work effectively with diverse groups and individuals
- Operate a motor vehicle under a valid Virginia driver's license

Education and Experience:

- High school diploma or GED
- Minimum of two years of experience in custodial work
- Knowledge of various cleaning methods and use of cleaning materials
- Understanding of basic math and accounting skills to aid in preparing a budget
- Familiarity with modern office practices, methods, and computer equipment and applications
- Minimum of one year of supervisory experience preferred

Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods
- Frequent climbing, bending, stooping and lifting of 50 – 100 lbs
- Ability to work inside and outside in all weather conditions
- Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus

Competitive compensation and benefits package that includes paid-time-off and health, dental, vision, disability and life insurance.

FLSA Status: Full-Time, Hourly

To be considered for this position, please send a cover letter and resume to employment@maymont.org. Please include the position title in the subject line.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform other job-related duties. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.

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

Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.