



POSITION DESCRIPTION

TITLE: Custodian/Banquet Set-Up
DEPARTMENT: Facilities
STATUS: Non-Exempt -15-20 hours per week; evenings and/or weekends
REPORTS TO: Custodial Supervisor

POSITION SUMMARY

Clean buildings and set-up for events and meetings on the Garden grounds according to schedule.

ESSENTIAL FUNCTIONS

- Daily (unless otherwise requested) cleaning of the Visitor Center, including the upper and lower level public areas, bathrooms, offices, gift shop, kitchen and storage areas.
- Empty all trash and remove to dumpsters.
- Weekly (unless otherwise requested) cleaning of the Horticulture/Volunteer Center, including the reception area, kitchen, bathrooms, showers, office areas.
- Upon request, clean the Lusthaus and Hobbit House.
- Set up and tear down meeting rooms/spaces as scheduled.
- Request cleaning supplies and repairs.

EXPERIENCE & SKILLS REQUIRED

- Able to work with cleaning chemicals.
- Able to push a vacuum and a cleaning cart (up to 20 pounds of lifting, pulling, pushing).
- Able to lift and move garbage containers, tables and chairs (up to 40 pounds).
- Able to work alone without direct supervision.
- Able to communicate effectively with staff, volunteers and guests.

TO APPLY

Email resume to Brian Miles at bmiles@gbbg.org.

Green Bay Botanical Garden
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