



Custodian Job Description

Explore. Engage. Discover. Inspiring the scientist in everyone.

About North Dakota's Gateway to Science

North Dakota's Gateway to Science (NDGTS) is a hands-on science center with an interactive exhibit gallery in Bismarck. Our mission is to inspire the scientist in everyone. NDGTS opened a new facility in March 2023. The new facility has increased our capacity to serve all ages with exhibits and programs, and to operate as the headquarters for our statewide outreach program.

Responsibilities include but are not limited to:

- Cleans and sanitizes restrooms; refills dispensers; stocks supplies
- Sweeps, mops, and vacuums floors
- Empties and cleans trash receptacles
- Cleans windows
- Dusts and wipes furniture and fixtures
- Operates a variety of cleaning equipment
- Assist with set up and/or tear down for special events
- Other duties as assigned

Position hours and compensation:

- Daytime Hours - 40 hours per week – Sunday –Thursday
- Occasional evenings may be required
- \$17 per hour with performance evaluation after 90 days
- Benefit package includes health insurance, dental, vision, PTO, etc.

Minimum Requirements:

- Ability to read and follow communicated instructions
- Ability to work independently after instructions
- Willing and able to be trained for position

Preferred Requirements:

- Minimum one year custodial experience

Traits and skills required:

- Dependable
- Good time management skills
- Ability to work independently or on a team

Accountability

- Position reports to Facility & Operations Director.

The above is intended to describe the general content of and requirements for this position's performance. It is not to be construed as an exhaustive list of duties, responsibilities, and requirements.

Application deadline April 30, 2024. To apply, submit cover letter, resume, and references.

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