Custodian, $15/hour, part-time (20-25 hours/week)

Planting Fields Foundation is currently seeking a Part-time custodian to begin immediately. This position is for the Planting Fields Foundation and serves as a proactive staff member by anticipating necessary needs throughout the facility. He/she will be responsible for cleaning and maintenance of the building and general handyman. This position reports to the Facilities and Maintenance Manager.

Custodian Job Responsibilities:

- Keeps building and property in clean and orderly condition.
- Performs routine maintenance activities.
- Performs heavy cleaning duties.
- Sweeps, mops, scrubs, or vacuums floors.
- Gathers and empties trash.
- Scrubs, sanitizes, and supplies restroom facilities.
- Dusts furniture, walls, and equipment.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Mixes cleaning solutions and chemicals in containers for cleaning, according to instructions.
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Cleans and polishes fixtures and furniture.
- Shampoos or steam-cleans carpets and rugs.
- Cleans and polishes furniture and fixtures.
- Manages inventory of cleaning supplies.
- Notifies managers regarding the need for repairs or additions to building operating systems.

Custodian Qualifications / Skills:

- Knowledge of standard cleaning methods and procedures.
- Ability to stand, walk, and bend for many hours.
- Ability to perform repetitive motion for long periods of time.
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions.
- Background in handling, mixing, and using cleaning chemicals.
- Knowledge of occupational hazards safety rules.
- Communication skills.
- Ability to lift heavy objects, climb ladders and work at particular heights.
- Knowledge of antique wood floors.

Education and Experience Requirements:

- High school diploma or equivalent
- Basic math skills
- High school courses in shop may be preferred for jobs involving repair work
To apply, submit a resume and cover letter explaining your interest in this position specifically at Planting Fields and outlining how your previous experience would support you in this role. Email your application to jpacini@plantingfields.org with the subject line “Custodian.”

About Us

Planting Fields Foundation preserves and interprets Planting Fields Arboretum State Historic Park as the premier public garden and Gold Coast estate for today and tomorrow while creating enriching experiences for the visiting public. Founded in 1952 by William R. Coe, the Foundation is a not for profit public educational foundation. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers, the grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths, and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places.