



**Title** Part-Time Custodian  
**Department** Facilities  
**Reports To** Customer Service Manager

### **Job summary**

The Part-Time Custodian performs basic custodial tasks and assists in the upkeep of Pratt's common areas with dependability and attention to detail.

This is a part-time position that reports to the Customer Service Manager. The position is approximately 8 scheduled hours per week.

The position will consist of two scheduled shifts during Pratt's business hours, days and exact times negotiable depending on candidate. Opportunities for additional hours will likely be present depending on special events. The position pays \$15 per hour.

### **Essential job functions**

Provide biweekly janitorial service for restrooms in Pratt's three buildings. This service includes:

- cleaning and sanitizing sinks, fixtures, counters, & mirrors
- cleaning and sanitizing doors, handles, light switches, etc
- clean stall walls as needed
- empty waste and recycling containers and reline
- restock paper goods and soap
- sweep, mop, and sanitize floors.

Empty waste containers and reline in Pratt's studios and administrative offices (across 3 buildings) (biweekly).

Communicate with Customer Service Manager regarding janitorial supply needs and reordering.

Fulfill janitorial needs surrounding special events (example: Pratt's fall Open House event)

### **Minimum requirements**

Previous custodial experience

Authorized to work in the U.S.

Dependable and reliable transportation, as well as phone number for communications with supervising staff

Ability to work independently.

Ability to lift and carry up to 30 pounds

### **How to Apply**

Please email Katie Twiss, Customer Service Manager, at [ktwiss@pratt.org](mailto:ktwiss@pratt.org) or call at 206.328.2200 ext 247. **Open until filled.**



### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities.**

**Furthermore, Pratt Fine Arts Center is committed to retaining to a racially diverse team. People of color are encouraged to apply.**

### Additional information

HR use only	
Employee Name	
Hire Date	
Salary	
Notes	
GL Code	
Class Code	