



Position Title: Custodian
Department: Operations
Supervised by: Director of Operations
Category: Non-Exempt
Status: Seasonal

Taliesin Preservation, Inc. (TPI) is a Wisconsin 501(c)(3) founded in 1990. As stewards, TPI's dual mission is to preserve the cultural, built and natural environments that comprise the Taliesin property in Spring Green, Wisconsin, and to conduct public educational and cultural programming that provides a greater understanding of Frank Lloyd Wright's architecture and ideas. To learn more about our work, please visit www.taliesinpreservation.org.

Position Summary:

The seasonal Custodian is responsible to maintain and protect the Frank Lloyd Wright Visitor Center and facilities on the Taliesin estate by ensuring cleanliness and general repair to enhance the guest experience.

Essential Functions:

- Perform daily facility cleaning on a schedule created by the Director of Operations;
- Use cleaning supplies and equipment to keep interior and exterior spaces looking clean and professional;
- Follow the established standards for the care and cleaning of historic materials and finishes;
- Adhere to all safety policies and create a safe work environment;
- Report any shortages of products and supplies to the regular full time Custodian;
- Ensure OSHA standards are followed for the storage and labelling of cleaning chemicals;
- Stays alert to more serious maintenance issues and reports them to the regular full time Custodian;
- Responds quickly to emergency custodial requests;
- Ensure building security is maintained;
- Complete space set-up for meetings or events as required;
- Prepare guest rooms as needed; and
- Other duties as assigned.

Minimum Qualifications:

- Secondary school diploma or equivalent;
- Six (6) months experience in custodial, housekeeping or janitorial role;
- Proven ability to work independently with limited supervision;
- Experience managing workflows and assessing priorities;
- Able to work a flexible schedule; and
- A valid driver's license.

Preferred Qualifications:

- Two (2) or more years of related work experience;
- Previous non-profit experience; and
- A knowledge of the life and work of Frank Lloyd Wright, Taliesin, the experience of the Taliesin Fellowship, and the mission of Taliesin Preservation.

Physical Demands and Employment Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job.

- **Physical Demands:** While performing the essential functions of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and consistently talk or hear; and rarely taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Signature of Position Holder:

Date:

This description does not constitute a contract for employment with Taliesin Preservation, Inc., or any affiliate, either express or implied, and TPI reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this description are designed by TPI to serve as guidelines rather than absolute rules, and exceptions may be made from time to time on the basis of particular circumstances.