

GORDON BUBOLZ NATURE PRESERVE  
POSITION DESCRIPTION

---

### **Custodian/Banquet Set-Up**

The Custodian/Banquet Set-Up staff are responsible for general cleaning, upkeep and set-up of the Gordon Bubolz Nature Preserve's facilities.

*The essential functions of the Custodian/Banquet Set-Up staff include the following:*

**Daily:**

- ensuring both levels of the Environmental Center are thoroughly cleaned
- emptying trash and recyclables to dumpsters
- referring to Custodial/Banquet binder for set-up/tear-down instructions

**Weekly:**

- ensuring janitorial closets are clean, organized and fully stocked
- cleaning windows as warranted and/or necessary
- assessing and cleaning outer facilities including: Environmental Center decks and patios, restrooms, Amphitheater, Sugar Shack, Schoolhouse and Log Cabin
- assuring exhibits are cleaned and presentable for public viewing

**Upon Request:**

- cleaning kitchen appliances and walk-in cooler
- set-up/tear-down of equipment and cleaning associated with preserve programs/events
- performing other duties and responsibilities as assigned

**Qualifications**

- Excellent interpersonal communication and organization skills required
- Ability to manage multiple projects simultaneously, prioritize and work under pressure
- Upbeat, energetic and positive attitude
- Highly motivated, personable, articulate and diplomatic
- Ability to build and maintain relationships with both external and internal customers
- Strong ability to work independently, yet enthusiastic to be part of a team
- Flexibility in scheduling to accommodate regular evening and weekend hours

## GORDON BUBOLZ NATURE PRESERVE POSITION DESCRIPTION

---

### **Language Skills**

Ability to read, analyze and interpret data and documents. Ability to respond effectively to the most sensitive inquiries or complaints.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts and draw valid conclusions.

### **Other Skills & Abilities**

Ability to hold a valid Wisconsin Driver's License and possess reliable transportation that can be utilized for work purposes.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands/fingers to handle objects, tools or controls, reach with arms. The employee frequently is required to talk or hear.

The employee must regularly bend, squat and must regularly lift and/or move 35 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment**

The noise level in the work environment will vary from low/moderate to potentially high during certain events. This is a non-smoking work environment. Employee will occasionally be required to perform work outside of the office environment to include exposure to weather and temperature extremes. May occasionally be required to walk on slippery or uneven surfaces.