



Custodian and Facilities Assistant

Falmouth, ME

Maine Audubon is hiring a part-time, year-round Custodian and Facilities Assistant to join its dynamic team based in Falmouth, ME. Since 1843, Maine Audubon has worked to conserve Maine's wildlife and wildlife habitat by engaging people in education, conservation, and action.

Position Overview

We are seeking a part-time custodian (morning or evening) to clean and maintain interior spaces at Maine Audubon's Gilsland Farm Center in Falmouth. The position will be based at our Gilsland Farm headquarters in Falmouth, Maine, and will be responsible for interior cleaning and light maintenance of two small office buildings and one public-facing welcome center and Nature Store.

This position reports to the Director of Properties, but will also frequently coordinate with Maine Audubon's Grounds and Facilities Manager.

Essential Duties and Responsibilities

- Perform daily cleaning, including vacuuming, dusting, and mopping, as well as trash, compost, and recycling removal
- Perform monthly maintenance, including buffing floors, cleaning signage, and washing windows
- Complete periodic maintenance, potentially including interior painting and organizing communal spaces
- Address minor maintenance issues, and identify and report larger problems
- Maintain electronic records and logs of maintenance and cleaning tasks

Qualifications

- Previous custodial experience preferred, but willing to train candidates with right attitude
- Works effectively and respectfully with team members and customers from different backgrounds and cultures
- Able to complete tasks quickly, efficiently, and thoroughly while working independently and with limited supervision
- Strong attention to detail and commitment to maintaining a high standard of cleanliness for our staff and the public who use our facilities

Physical Requirements/ Working Conditions

- Able to regularly lift objects up to 50 pounds
- Comfort and experience with various, loud tools, such as vacuums, drills, etc.

Timing, Compensation, and Benefits

- 20 hours per week, year-round (4 hours per day, five days per week)
- Part-time position with benefits including Maine Earned Time off, annual membership to Maine Audubon, and discounts in our Nature Stores
- Shift schedule will occur outside of Maine Audubon's 9 AM-5 PM normal operating hours. Either early morning or evening weekday schedules are possible.
- Salary range: \$17 – \$18/hour

To apply: Please send resume and cover letter to ngleason-hart@maineaudubon.org, with "Custodian and Facilities" in the subject line. Review of applications will be ongoing. We encourage you to apply even if you don't meet 100% of the requirements but believe that you would be a good fit for this position.

Maine Audubon is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, veteran status, or any other aspect of identity protected by applicable federal, state, or local law.