



TITLE: Custodian and Groundskeeper
DEPARTMENT: Facilities
REPORTS TO: Director of Facilities
STATUS: Regular, Non-Exempt
SALARY RANGE: \$55,000–\$60,000. Total compensation includes a generous benefits package with medical, dental, 401(k), and paid time off (PTO).
SCHEDULE: Full-time, 40 hours/week; Schedule to be determined, but may include at least one weekend day.

ABOUT HEADLANDS CENTER FOR THE ARTS

Headlands Center for the Arts is a multidisciplinary, international arts center dedicated to supporting artists; the creative process; and the development of new, innovative ideas and artwork. Where we are is as important as what we do. Our campus comprises a cluster of artist-rehabilitated military buildings, just north of the Golden Gate Bridge at historic Fort Barry in the Marin Headlands, a part of the Golden Gate National Recreation Area.

MISSION

Headlands Center for the Arts provides an unparalleled environment for the creative process and the development of new work and ideas. Through a range of programs for artists and the public, we offer opportunities for reflection, dialogue, and exchange that build understanding and appreciation for the role of art in society.

POSITION DESCRIPTION

The Groundskeeper and Custodian works closely with the entire Facilities team and reports to the Director of Facilities to ensure the upkeep and maintenance of the Headlands campus and grounds. The Groundskeeper and Custodian works independently and collaboratively with the Facilities team to complete hands-on indoor and outdoor scopes on a scheduled and impromptu basis. The Headlands campus comprises seven buildings, as well as the grounds in the immediate vicinity around and between the buildings and various public spaces, including artist studios and artist and staff residences.

RESPONSIBILITIES OF THE GROUNDSKEEPER AND CUSTODIAN

All of the duties and responsibilities outlined below are essential job functions subject to reasonable accommodation. This job description should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other non-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive and will regularly be reviewed.

Housekeeping and Custodian Work (60%)

- Regularly perform cleaning tasks in the residences between program participant stays, including: vacuuming, sweeping, mopping, dusting, cleaning and storing dishes, cleaning and storing linens, cleaning showers, sinks, and toilets, setting bedding, and other cleaning as needed.
- Regularly perform scheduled cleanings of common spaces in studio and administrative buildings, including vacuuming, sweeping, mopping, dusting and cleaning windowsills, tabletops, and other surfaces, cleaning and storing dishes, cleaning sinks and toilets and clearing trash, compost, and recycling from bins.
- Seasonal or annual maintenance such as deep cleaning rugs, deep cleaning and polishing furniture, cleaning the interior and exterior of windows, light fixtures, and other cleaning scopes as needed.
- Support the rest of the Facilities team and Programs staff with cleaning and resetting studio spaces as required.
- Assist Facilities staff with setting and resetting furniture for events, rentals, and programs
- Support Facilities in ongoing pest abatement and control efforts.
- Ensure weekly waste management logistics.



- Coordinate the maintenance of facilities supplies stock and inventory.
- Coordinate and execute work orders as needed. Some of these include basic repairs, artist studio upkeep, general cleaning, general operations assistance, etc.
- Ensure life-safety systems are followed and maintained, and identify any life safety or liability concerns.
- Support Chef and Kitchen staff with regularly scheduled deep cleaning projects such as cleaning range hood and grease trap as well as weekly thorough cleanings of the floor and cooking surfaces.

Grounds Maintenance (30%)

- Regularly perform rotating and seasonal grounds maintenance in assigned lands around Headlands buildings, including: mowing, trimming, edging, pruning, weeding, raking, blowing, power-washing and collecting debris.
- Help coordinate and support seasonal or annual grounds and building maintenance including clearing gutters and drainage channels, limbing trees, replanting, and eliminating fuel from around buildings.
- Treat and report on invasive botanical species and animal species that will cause damage to buildings and other structures.
- Support facilities team with preparation for and response to inclement weather and significant weather events.
- Assist Facilities Director in the development of the annual vegetation management plan and ensure compliance with park guidance on grounds upkeep.
- Collaborate on the inspection of campus structures to address ongoing maintenance and facilities issues.

Operational and Administrative work (10%)

- Support programs, events, and rentals including event set-up, breakdown.
- Work with various staff members to set-up furniture and A/V equipment as needed.
- Attend staff meetings.
- Support scheduling of vendors and contractors, as needed and assigned.
- Report progress on a regular basis.
- Participate in Diversity, Equity, Inclusion and Access trainings and work groups

POSITION REQUIREMENTS

- 1+ years experience working in a multi-building facilities role or equivalent experience
- Demonstrated awareness, experience, and competence in working with a diverse, multi-racial, multicultural, and socio-economic environment.
- Experience utilizing landscaping tools, including battery operated, corded, and gas-powered tools as well as hand tools.
- Experience with standard domestic cleaning practices and equipment such as vacuums, hardwood floor mops, and cleaning detergents.
- Experience with or willingness to learn about diversity, equity, inclusion, and accessibility initiatives.
- Able to lift 50 pounds and engage in strenuous physical activity.
- Due to our Marin Headlands location, reliable vehicle access is required. Must have a valid California Drivers' License and a sound driving record in order to use company vehicles to travel between buildings.
- Proactive, responsive, and resourceful problem solver.
- Able to set priorities and develop and execute plans to achieve desired results.
- Able to multitask a wide variety of activities, prioritizing conflicting needs.
- Self-motivated.
- Adapts easily to changing conditions.
- Supportive and helpful.

Additionally, strong candidates will bring:

- Familiarity with Google Suite and Microsoft Office applications.
- Experience cleaning rugs, upholstery, and multi-story windows.



- Certifications including: CPR, Lift Operations, OSHA occupational training or similar, Risk Management, and/or other Facilities Safety Certifications a plus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts, and vibration. The employee is occasionally exposed to a variety of extreme conditions. The noise level in the work environment and job sites can be loud.

PHYSICAL REQUIREMENTS

- Frequently is required to talk and hear; stand; walk; use hands to handle or feel; reach with hands and arms.
- Frequently required to climb (ladders, scaffolds, etc), balance, bend, twist, work above shoulders, stoop, kneel, crouch/crawl, and perform other similar actions.
- Must be able to lift up to 50 lbs. Occasionally lifts/carries/pushes/pulls objects >50 lbs in collaboration with others.

TO APPLY

Headlands Center for the Arts is committed to a diverse and pluralistic workplace. People of Color and members of the LGBTQIA community are strongly encouraged to apply.

Interested candidates should email a single PDF attachment that includes both a cover letter and resume to jobs@headlands.org. The subject line of your email should be Groundskeeper/your name. Please submit applications by or before Sunday, July 31, 2022.

Review of applications will begin on Monday, Monday, August 1, 2022 and will continue until the position is filled.
Please note: Due to the volume of applicants, only candidates who will be invited to interview will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Headlands Center for the Arts is committed to a diverse workplace and strongly encourages applications from all qualified individuals, as such the Headlands is committed to a policy of equal employment opportunity for all applicants, employees, volunteers, and interns. Headlands makes decisions based on the merits of each candidate.

Headlands Center for the Arts prohibits discrimination based on an individual's race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality) national origin, ancestry, citizenship status, age, marital status or registered domestic partner status, uniformed service member or veteran status, physical or mental disability, medical condition, genetic characteristics or information, or any other basis protected by law. The Headlands will afford equal employment opportunities to all qualified applicants, employees, volunteers, and interns as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.