



Manager of Custodial Services

Please put "Manager of Custodial Services" in the subject line if you are submitting your application by email.

Position type: Full-time

Basic work week: 40 hours per week

OVERVIEW

The custodial manager oversees the janitorial personnel and their work. He or she helps ensure that these workers perform the job up to standards and helps hire and train new employees as well. Also communicates changes required by the building or facility's management as needed, as well as coordinates any special cleaning jobs as needed. The custodial manager typically files reports on a regular basis detailing work performed and emphasizing efficiency and areas for potential improvement. ork a variety of shifts due to operational needs.

Primary Responsibilities:

The following responsibilities describe the general nature of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory.

- Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems
- Attend weekly scheduling meetings with other Newfield's staff to address needs for upcoming events
- Computer skills, Excel, Word and other museum related programs
- Weekend work required on occasion
- Work with departments to set up/implement scheduling of custodial staff for special event functions, etc.
- Handle coaching and counseling for performance, attendance and other issues as appropriate, recognize staff for results
- Recruit staff to maintain a well-qualified and adequate workforce to cover department job duties
- Maintain annual budget for purchasing supplies and custodial equipment and needs.
- Carries out supervisory responsibilities in accordance with Newfields policies and applicable laws
- Train new employees on safety-related procedures such as how to handle cleaning supplies and equipment.
- Check equipment to ensure that it is in working order.
- Plan and prepare employee daily work schedules.

Required Skills:

- Must be able to lift 50 pounds
- Computer skills, Excel, Word, and other museum related programs
- Ability to manage multiple shifts and people associated with those shifts

Education and/or Experience:

- High School diploma or GED required; One year certificate from college or technical school preferred.
- Five years' related experience and/or training; or equivalent combination of education and experience.

A competitive salary is offered for all positions and a generous benefits package for full-time positions. To perform the job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please send your resume, cover letter and Newfields application to:

Mail: Newfields
ATTN: Human Resources
4000 Michigan Road
Indianapolis, IN 46208

E-mail: hr@discovernewfields.org

Fax: 317-920-2655
No phone calls, please.

About Newfields

Newfields offers dynamic experiences with art and nature for guests of all ages. The 152-acre cultural campus features art galleries, lush gardens, a historic home, performance spaces, a nature preserve and sculpture park. From inspiring exhibitions in the IMA Galleries, to concerts in The Toby, to a stroll through The Garden with a glass of something cold, guests are invited to interact with art and nature in exciting new ways. Newfields is home to the Indianapolis Museum of Art, among the ten largest and ten oldest general art museums in the nation; the Lilly House, a National Historic Landmark; The Garden, featuring 40 acres of contemporary and historic gardens, a working greenhouse and an orchard; and The Virginia B. Fairbanks Art & Nature Park: 100 Acres, one of the largest art and nature parks in the country. The Newfields campus extends outside of Indianapolis with Miller House and Garden in Columbus, Ind.—one of the nation's most highly regarded examples of mid-century Modernist architecture. For more information visit discovernewfields.org.

Diversity

Newfields recognizes that museum audiences and their interests are changing, and as Newfields transforms our audience experience, we are creating expanded, innovative opportunities to actively engage and entertain our guests. Celebrating the diversity of our donors, guests, volunteers and staff is a key part of this Newfields vision. Diversity is understanding, respecting, and valuing differences, including, but not limited to, race, color, national origin, religion, sex, sexual orientation, gender identity, protected veteran status, disability, or any other legally protected status.

Simply put, we believe our guests and donors are best served by a host team, comprised of both staff and volunteers, that reflects the diversity represented within our communities and that takes full advantage of the unique viewpoints, talents and experiences of each and every

person who works here. We strive to attract and retain exceptional employees who feel comfortable in an inclusive culture that supports their ability to thrive and add their voice to the ongoing conversation.

Indianapolis

Indianapolis is a city with a MSA of 2,000,000 people. More than 60% of the population is under 44 years of age and the city's racial demographic breakdown is approximately 79% White, 16% Black, 3% Asian, and 2% other, with 7% of the overall citizenry identifying as Hispanic. In 2016 Forbes named Indianapolis one of the top 10 cities to live in for young professionals citing its high standard and low cost of living, while Vogue told its readers not to call Indianapolis a "Flyover City", but to go see how vibrant it is for themselves. With a host of new bars and restaurants, nationally recognized symphony, theater, cabaret, sports teams, and the Herron School of Art + Design, Newfield's hometown is a perfect place to build a career and enjoy life.