



for the love of nature™

Job Title: Custodian
Department: Operations
Reports To: Operations Manager
Classification: Hourly
Location: Boerne, TX

Organization Overview

The Cibolo Center for Conservation's mission is the conservation of natural resources through education and stewardship. The Cibolo is a 35-year-old, rapidly growing conservation organization in the heart of the Texas Hill Country. Campuses include a Nature Center, Historic Herff Farm, and Nest Nature School. The Cibolo provides programming for children, youth, adults, and families while protecting and managing nature campuses on 160+ acres of natural area. The Cibolo welcomes more than 100,000 visitors annually and provides educational programs to tens of thousands each year. Our dynamic staff brings passion, creativity, and knowledge to all that we do on our beautiful campuses along the Cibolo Creek.

SUMMARY

The custodian is an essential part of the operations team. This position will be responsible for cleanliness of the Nest Nature School, Herff Farm buildings as well as the Cibolo Nature Center.

RESPONSIBILITIES:

- Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning windows, classrooms, event spaces, offices and restrooms, and restocking paper and soap supplies.
- Performs routine maintenance to custodial equipment and supplies.
- Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.
- Unlocks doors, ensuring doors are locked after cleaning areas.
- Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Performs cleaning functions specific to the assigned facilities and/or based on seasonal/project requirements.
- Performs miscellaneous job-related duties as assigned.
- Availability to work weekends if needed.
- Regular workweek from Monday – Friday

Qualifications

- High School diploma preferred.
- Ability to understand verbal instructions.
- Ability to understand and follow safety procedures.
- Ability to operate vacuums and other related equipment.

- Must pass a fingerprint background check.
- Ability to safely use cleaning equipment and supplies.
- Ability to use hand and power tools applicable to trade.
- Due to the nature of our campuses, this position must have the ability to work outdoors in all seasons and weather conditions.
- Must have the ability safely navigate a variety of surfaces, walk long distances, stand for extended periods of time, sit, kneel, stoop, crawl, twist, reach above head, climb stairs or ramps.
- Ability to lift and manipulate heavy objects.
- Ability to foster a collaborative teamwork environment.
- Work with minimal supervision.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to understand written and verbal communications.

To Apply:

To apply, please submit a letter of introduction and a current resume to hr@cibolo.org with *Custodian* in the subject line. The position will remain open until filled.