

ManorKeeper

Job Description

The Greenburgh Nature Center is a non-profit nature preserve set on 33 beautiful acres in the heart of lower Westchester County in Scarsdale, New York. We offer an extensive platform of nature and environmental education for the benefit and enjoyment of our many visitors. Our mission is to ignite passion, curiosity and respect for our natural world. We are seeking a ManorKeeper to join our team of passionate educators and naturalists to assist in maintaining a safe and clean environment at our Manor House and Museum. This position is responsible for cleaning public areas and keeping storage areas organized. The ManorKeeper reports to the Director of Finance and Administration.

Responsibilities

- Responsible for cleaning and maintaining good general appearance of all floors, corridors, furniture, walls, baseboards, ceiling fixtures and moldings by using appropriate tools and environmentally safe cleaning products
- Responsible for ensuring proper sanitation of public bathrooms on a regular basis
- Oversee stocking of supplies in public restrooms and maintaining proper sanitation documentation
- Maintain office supply closet organization
- Maintain on site storage area organization
- Assisting with cleaning museum and animal exhibit public areas (not animal enclosures)
- Responsible for cleaning Manor House kitchen
- Responsible for dusting and vacuuming in staff offices
- Responsible for collecting trash and recycling from various locations and ensuring proper disposal in appropriate recycling bins or garbage cans
- Delivering and retrieving linens and rags to laundromat for cleaning
- Responsible for assisting with the cleanup of Nature Center Birthday Parties on the weekends, which includes, loading and unloading dishwasher or doing dishes by hand, cleaning tables, chairs, and floors for multiple family programs a day.

Requirements

- 2-3 years prior Housekeeping experience for a commercial building or private houses required
- Conversational English. English Literacy – at a minimum basic reading and writing skills to ensure proper communication with staff
- Excellent interpersonal skills and desire to help out and anticipate needs
- Trained in proper cleaning product handling and understanding of environmentally friendly/safe products

Physical work requirements

- Ability to lift, bend, carry, move various items, including furniture and exhibits
- Exerting up to 100 pounds of force occasionally, and/ or up to 50 pounds of force frequently, and or up to 20 pounds of force constantly to move objects
- Exposure to cleaning chemicals.



Work Days: Part-time, \$15.00/hour maximum 30 hours per week. Wednesday – Sunday.

To Apply: Please send your resume and cover letter to finance@greenburghnaturecenter.org

At Greenburgh Nature Center we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. We encourage everyone to apply!