



- TITLE:** Part-time Custodian
- FACILITY:** Beaver Creek Reserve is western Wisconsin's premier environmental education and outdoor facility located 12 miles east of Eau Claire. Beaver Creek has more than 400 acres of diverse habitat including upland woods, river bottoms forests, wetlands and savannah areas. Beaver Creek Reserve has many structures including, but not limited to: Wise Nature Center, Main Lodge, Cedar Lodge, Cabins, Shower House, Citizen Science Center, and Hobbs Observatory.
- RESPONSIBILITIES:** This position performs a variety of custodial duties at Beaver Creek Reserve to keep the Wise Nature Center clean, and attractive to visitors. Job duties include but are not limited to:
- Sweeping, mopping, vacuuming floors, dusting, cleaning bathroom toilets, fixtures, urinals, and showers. Washing windows and mirrors. Stocking supplies as necessary
 - Emptying garbage and recycling bins.
 - Cleaning tables, chairs, appliances.
 - Other duties as assigned.
- REQUIRED QUALIFICATIONS:**
- Great attention to detail and self-motivated.
 - Graduate from high school or equivalent.
 - Capable of working under supervision as well as independently.
 - Understand both verbal and written instructions.
 - Ability to work efficiently and complete tasks with time limitations.
 - Must be at least 18 years of age
 - Must possess and maintain a valid Wisconsin driver's license and acceptable driving record.
 - Must pass a criminal background check.
- PREFERRED QUALIFICATIONS:**
- Three years of prior experience doing custodial work.
- WORK ENVIRONMENT:** Duties are mainly performed indoors. It is very physical work which requires continual walking, standing, bending, twisting, kneeling, reaching above your head, climbing ladders and lifting of approximately 50 pounds. There are a lot of repetitive tasks and motions.
- HOURS AND WAGES:** 8 hours per week. Must be able to work weekends, early mornings and/or late afternoons depending on the weekly rental and programming schedules. \$15.00 per hour.
- SUPERVISOR:** Executive Director and Operations Manager
- TO APPLY:** Application Deadline is **Monday, July 29, 2024 or until filled**, with interviews to follow. Please submit your resume, cover letter, and three references to erik@beavercreekreserve.org.
- Or mail to:
Beaver Creek Reserve
Attn: Erik Keisler
S1 County Rd K
Fall Creek, WI 54742
**No Phone Calls