



10/31/2025

CUSTODIAN & MAINTENANCE TECHNICIAN JOB ANNOUNCEMENT

I Job Overview:

Job Title:	Custodian & Maintenance Technician
Department:	Operations
Classification:	Non-exempt, Hourly
Job Type:	Part-time, Monday thru Friday (FIRST SHIFT) with some evenings and weekends
Job Status:	Employee, 25-29 hours/week
Reports to:	Director of Operations
Supervisory Role:	No
Travel:	Yes – local/Ohio (5%). No overnight travel.

II Job Summary:

The Custodian & Maintenance Technician is responsible for maintaining physical condition, cleanliness, and general maintenance of the building and grounds to maintain a safe and comfortable environment for staff and visitors.

III Job Responsibilities & Duties:

A. Custodial

- General clean-up of grounds including the parking lot, Pavilion, Stewardship Center, Gazebo, Amphitheater, Overlook, and trails.
- Removal of trash, recycling, and compost throughout the buildings and grounds, as necessary.
- Ensure restrooms and other spaces are always amply supplied with toilet paper, soap, and paper towels.
- Full cleaning of the Nature Centers exhibits and office areas. Work with our cleaning vendor to ensure the cleanliness of the building is held to the best standards.

B. Maintenance

- Maintenance and general repair of the facility and grounds.
- Assist with land management tasks and landscaping as needed including snow removal.
- Communicate with the Director of Operations regarding repairs, solutions, and completion of these tasks.
- Coordinate with the Director of Operations for seasonal maintenance, inspections, and maintain vendor relations for various building systems, repairs, and improvements.
- Assist other staff/departments with the setup and tear down of tables, stackable seating, tents, cables, etc. for events, programs, and rentals.



C. Administration

- Maintain inventory of custodial supplies and tools, and order when necessary.
- Communicate with staff via email and update the status of work order system.
- Responsible for organization of workshop and recycling area.

D. Other:

- Participate in staff meetings and events.
- Work with/supervise volunteers as needed.
- Serve as an on the ground representative of the Nature Center, interacting with the public.
- Other duties as assigned.

IV Required Qualifications & Skills:

- High School diploma.
- Valid Ohio driver's license.
- Experience in General Maintenance (carpentry, painting, electrical, plumbing).
- Available to work flexible schedule including evenings and weekends.
- Experience or ability to use power and hand tools, competent in repair or maintenance work.
- Ability to lift 50 lbs. and climb a ladder.
- Effective communication and interpersonal skills.
- Ability to follow instructions and directions.
- Wanting and willingness to learn and adapt to new and sustainable approaches to resolving challenges.
- Ability to work independently with little direction and part of a team with staff, vendors, guests, donors, board members, and volunteers.
- Ability to prioritize workload.
- Openness and eagerness to apply sustainable and environmental best practices to all aspects of work.
- Flexibility, dependability, good sense of humor, resourcefulness, and positive attitude.
- Commitment to NCSL's mission, vision, and values.
- Computer skills and general knowledge of Microsoft Office Suite.

V Working Conditions:

- Position requires lifting of 50 lbs.
- Climbing, kneeling, sitting, bending, occasional driving, and moving furniture.
- Outdoor work is sometimes performed under physically strenuous conditions and inclement weather.

VII Compensation:

- \$20.00/hour



VIII Application Procedure:

Email: careers@shakerlakes.org
Subject: Custodian & Maintenance Technician
Requirements: Resume
Recommended: Cover Letter

Posting Date: November 4, 2025

Application Deadline: Until Filled

The Nature Center at Shaker Lakes (NCSL), a 501(c)(3) non-profit founded in 1966 and located in the Shaker Parklands on the eastern edge of Cleveland. The mission of NCSL is to conserve a natural area, connect people with nature and inspire environmental stewardship. We are an Equal Opportunity Employer that strives to provide a safe, welcoming, and inclusive working environment and is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. View our mission, vision, and diversity statement online at www.shakerlakes.org