



## CUSTODIAN

## POSITION SPECIFICATION

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### THE COMPANY

Illinois Holocaust Museum & Education Center (IHMEC) honors Survivors and victims of the Holocaust by teaching universal lessons that combat hatred, prejudice, and indifference. The Museum activates this mission through world-class exhibitions, public programming, and educational initiatives to equip audiences with knowledge, skills, and courage to take a stand for humanity. Today, IHMEC is the third largest Holocaust museum in the world and second largest in the country, impacting hundreds of thousands of students, teachers, law enforcement and community members annually. As a world leader in connecting the history and lessons of the Holocaust, we inspire visitors to become Upstanders, who speak out for what's right – turning powerful lessons of history into positive actions today.

Revenues are derived from major special events, corporate and individual giving, visitor receipts, gift shop revenues, and major grant fundraising – foundation, family, and government.

### THE POSITION

Position Title: Custodian  
Location: Skokie, IL  
Reports To: Building Operations Manager

Reporting to the Building Operations Manager, the Custodian will assist the Facilities Team with the maintenance and upkeep of interior spaces and exterior grounds of the Museum. This individual will bring poise and diplomacy to his or her interactions with colleagues, board members, donors, visitors and all other members of the IHMEC community.

The position offers a competitive salary and a positive work environment. Regular scheduled hours are Monday through Friday generally from 9 AM to 5 PM with the potential for nights and weekends as needed.

### SPECIFIC RESPONSIBILITIES

The Custodian will:

- Set-up and break down for events, including table and chair placements.
- Empty garbage and perform general post-event cleanups.
- Clean and stock restrooms.
- Vacuum, mop, and perform glass and surface cleaning.
- Clean exterior grounds including trash removal, sweeping and raking, and snow removal of sidewalks as necessary.
- Respond timely to requests for clean-up.
- Perform general receiving duties and other duties assigned as required.

### THE PERSON

#### Minimum Job Qualifications

- High school diploma or equivalent.
- Knowledge of and experience with general cleaning procedures.
- Ability to engage in manual labor and lift up to 60 pounds.
- Effective communication skills.
- Punctuality and strong work ethic.
- Attention to detail.
- Ability to work unsupervised.



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### **Physical Requirements**

Will need to climb up and down stairs; to bend, stoop, and lift or move materials; to pull/push, lift, and carry up to 60 pounds; spend considerable time on feet; and to reach both above and below shoulder height.

### **Committed to Diversity**

Illinois Holocaust Museum & Education Center is an equal opportunity employer and is committed to creating an inclusive environment for all employees. People of color, women, LGBTQ+ people, and people with disabilities are strongly encouraged to apply.

### **Learn More**

Visit our website, engage in virtual experiences, and learn more at [ilholocaustmuseum.org](http://ilholocaustmuseum.org).

### **To Apply**

Interested applicants should email a cover letter and resume to [jobs@ilhmec.org](mailto:jobs@ilhmec.org) and include “Custodian” in Subject Line.