

## PT CARETAKER-CUSTODIAN, SEASONAL

### About Hildene:

Located in southwestern Vermont, Hildene was the seasonal residence of Robert Lincoln and his wife Mary. Mr. Lincoln was the only child of President Abraham Lincoln and Mary Todd Lincoln to survive to adulthood. Between 1905 and the death of their granddaughter Mary Lincoln Beckwith in 1975, more Lincolns (three successive generations) lived at Hildene than at any other place in the world. In 1978, the non-profit Friends of Hildene purchased and preserved the estate which is open to the public year-round.

Hildene is among Vermont's top cultural heritage sites and tourist destinations. Our nonprofit attraction is comprised of a 1905 Georgian Revival home, formal and working gardens, restored Pullman railcar Sunbeam, agricultural operations, cheesemaking facility, twelve miles of trails, and year-round programming, all on 412 acres in beautiful Manchester, Vermont. Abraham Lincoln's values, shared through the estate his son Robert and subsequent generations maintained and cherished, are at the heart of our mission.

Learn more at: [hildene.org](http://hildene.org).

### Position Overview:

Reporting to the Head of Housekeeping, the PT Caretaker-Custodian is responsible for keeping the facilities in a safe and sanitary condition.

### Essential Responsibilities:

*Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.*

- Periodic cleaning of all areas and surfaces in buildings, including restrooms, hallways, stairways, and glass.
- Responsible for keeping the facilities in a safe and sanitary condition.
- Additional duties as assigned.

*(Seasonal, Part-time, 24 hours per week. This position is classified as essential personnel, which may require attendance at work during inclement weather.)*

### Qualifications

- Must be able to pass a background check.
- Knowledge of custodial equipment and supplies.
- Ability to work independently and with a team.



- Ability to manage multiple work priorities simultaneously and work with minimal supervision in a highly initiative-taking manner.
- Ability to communicate effectively with a positive attitude.
- Excellent listening skills and customer responsiveness are essential.
- Valid Driver's License.
- Ability to work weekends.

### Physical Requirements

- Move objects weighing up to fifty pounds.
- Constantly position and re-position self to perform custodial tasks.
- Traverse uneven terrain from one job location to another.

### Education and Experience

- High School diploma or GED preferred.
- Previous experience as a general custodian preferred.

**Schedule:** May - Oct. 20th. Our work week is Sunday – Saturday and you are paid biweekly. Each work week has four workdays. This schedule allows for alternate weekends off with a four-day break every other week.

*First week:* Wednesday – Saturday. (Monday and Tuesday are days off).  
*Second Week:* Sunday, Wednesday – Friday. (Saturday through the following Tuesday are days off)

**Compensation:** \$18/hr.

### Additional Information:

Background check required of applicants 18 years of age or older.

### **TO APPLY:**

Please email a letter of interest and resume to Wanda Jones, Head of Housekeeping. You may also mail your application to: Hildene, The Lincoln Family Home, c/o Wanda Jones, Head of Housekeeping, PO Box 377, Manchester, VT 05254

*Hildene, The Lincoln Family Home is an Equal Opportunity Employer and welcomes candidates for employment who will contribute to our diversity.*

