



POSITION DESCRIPTION

Job Title: Property Custodian
Department: Woodend Building & Grounds
Supervisor: Property Manager
FLSA Status: Exempt
Salary Range: \$35,000 - \$40,000

Nature Forward, with a mission to inspire residents of the DC Metro region to appreciate, understand, and protect nature, is seeking a Property Custodian to join its building and grounds management team. This entry-level position assists the Property Manager in the maintenance of the organization's historic headquarters buildings and grounds at the beautiful, 40-acre Woodend Nature Sanctuary in Chevy Chase, MD. Responsibilities include the daily execution of a variety of property maintenance and upkeep activities and is primarily responsible for interior and exterior building maintenance, grounds care, and event and educational program support.

The Nature Forward work environment is friendly, forward-thinking, and filled with people passionate about nature. Nature Forward is committed to building a diverse team that draws on the strengths of people with a variety of identities, backgrounds, perspectives, and skills. If this role sounds interesting to you, we encourage you to send your cover letter and resume by September 30 to hq@natureforward.org

Essential Duties and Responsibilities

Building Cleaning and Maintenance

- Perform interior and exterior building cleaning and sanitizing, trash and recycling removal, repairs, and improvements to ensure good working conditions and to maintain property appearance
- Assist in performing regular inspection of the buildings to ensure security, safety, and a healthy working environment
- Maintain property management equipment, tools, and cleaning supplies

Grounds Maintenance

- Perform grounds maintenance, including but not limited to trash and debris removal, weeding, and mulching, for the 40-acre Woodend Nature Sanctuary including lawns, landscaped areas, meadows, forest, stream, pond, trails, play spaces, and perimeter fencing
- Maintain parking areas and driveway with special attention to public safety and stormwater management

Program and Staff Support

- With Property Manager, coordinate support of physical space needs for all programs
- Execute set up and breakdown of tables, chairs, AV equipment and other materials for programs, events, and meetings
- Assist staff with moving and storing office files and program materials and equipment

- Assist the Nature Shop with birdseed inventory including accepting delivery, organizing seed, and assisting customers including carrying merchandise to their vehicles
- Assist the Nature Shop with general inventory including receiving, stocking storeroom, checking inventory, and restocking displays
- Assist with set-up and breakdown of pop-up events for the Nature Shop

External Relationships

- Assist in responding to public inquiries about Nature Forward and Woodend
- Help maintain good relationships with neighbors and all Woodend visitors

Other duties as assigned.

Qualifications/Requirements

- Interest in and basic knowledge of property management (i.e. building and grounds maintenance management/operations, facilities management, etc)
- Good oral communication, organizational, interpersonal, and customer service skills
- English fluency; bilingual in Spanish is helpful but not mandatory
- Sense of urgency, high standards, follow through and excellent responsiveness
- Ability to respond to emergencies and work under pressure
- Ability to implement safe working procedures and to identify and rectify hazards
- Ability to work well in a team environment and independently without direct supervision

Physical Requirements

- Ability to lift 50 pounds
- Able to perform light carpentry, painting, to use lawn maintenance equipment and shop vac, and to perform other facility activities (skills can be learned on the job)
- Ability to work extended hours (nights, weekends, holidays and overtime as required, including on-call duty)

Benefits

- Health care, life insurance and long-term disability insurance
- Medical and dependent care flexible spending accounts
- 403(b) retirement plan with employer matching contributions
- Paid holidays including a one-week winter break
- Paid sick and vacation leave accrual