

GALLERY THEATER JOB OPENING



JOB TITLE: Custodian

SCHEDULED HOURS: Flexible Hours, 5 hours p/week

REPORTS TO: Gallery Theater Manager

STARTING SALARY: Minimum Wage

DATE POSTED: 3/3/17

CLOSED: 3/17/17

JOB SUMMARY:

Under the direction of the Gallery Theater Manager, this position is responsible for performing janitorial duties for theater building. Knowledge or willingness to learn proper cleaning techniques is essential.

ESSENTIAL FUNCTIONS:

Job responsibilities/functions to include, but not limited to:

- Vacuuming, sweeping, and mopping of flooring and stairs.
- Clean and sanitize bathrooms.
- Clean sinks, countertops, microwaves, and refrigerators in kitchen areas.
- Restock supplies in bathrooms.
- Empty all trash cans and replace liners, clean receptacles as necessary, inside and out.
- Dusting and cleaning office desks and furniture that are not cluttered.
- Cleaning windowsills and windows, inside and out.
- Maintain janitor closets in a clean, organized and safe manner.
- Maintain janitorial equipment in a clean, safe and operable condition.
- Proper labeling, dilution and use of all chemicals.
- Wearing proper personal protective equipment at all times.
- Manage cleaning supplies inventory.
- General maintenance of grounds.
- Other duties as assigned by manager.

KNOWLEDGE, SKILLS & ABILITIES:

- Good communication and interpersonal skills.
- Good client/customer service skills.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.
- Ability to work independently.
- Basic knowledge of cleaning products or willing to learn.

QUALIFICATIONS:

- High School Diploma or GED.
- Six months or more related experience.

WORKING ENVIRONMENT:

The work is performed in the Gallery Theater building. Areas of responsibility include but are not limited to, Lobby, Main Stage, Arena Theater, Dressing Rooms, Loft and Dance Studio.

PHYSICAL DEMANDS:

The work requires routine walking, standing, bending and carrying items weighing less than fifty pounds. Moving items over fifty pounds utilizes a team lift. This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice. Employee meets essential functions and accepts job responsibilities as outlined in this job description.