



JOB DESCRIPTION

CUSTODIAN/MAINTENANCE PERSON – THEATRE & PARKS & RECREATION DEPARTMENTS

(Part-Time)

Supervised By: Theatre Director and Parks & Recreation Director
Supervises: Volunteers
FLSA Non-Exempt

Position Summary:

Under the supervision of the Theatre and Parks & Recreation Directors, performs a broad range of assignments in support of maintenance and custodial functions.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

Daily

- Clean theatre and armory building restrooms
- Pick up all trash from floors and seats in both theatres, common areas of armory building
- Sweep, vacuum, and mop theatre and armory building floors
- Clean and disinfect drinking fountains
- Empty trash cans
- Clean theatre windows in theatre main entry doors and ticket window
- Perform related work as assigned

Weekly

- Vacuum, sweep and mop theatre stairs and projection room
- Vacuum, clean counters, sink, and empty trash in the theatre green room
- Dust surfaces and sills in theatre foyer area

Monthly

- Dust all flat surfaces, baseboards and remove cobwebs from around doors and windows, in corners and along ceiling edges – theatre and armory buildings
- Wash/disinfect bathroom walls – theatre and armory buildings
- Clean theatre dressing rooms
- Clean all front windows including movie poster holders and display windows

Maintenance Duties

- Replace lamps when necessary for inside and outside lighting
- Check exterior doors for proper operation and weather seals
- Check/clean roof drains monthly; disconnect and reconnect heat tapes for roof drains seasonally
- Change outdoor sign for proper movies and events
- Repair damaged plaster and repaint as needed
- Report any maintenance issues to the Theatre Director via email or phone

Seasonally

- Prepare T-ball and softball fields for play (drag field with gator, chalk lines, install/remove bases)
- Maintain/paint/clean buildings at Harwood Park Sports Complex
- Prepare soccer flag football and tackle football fields for play (painting/markings)
- Paint/repair soccer goals as needed
- Clean parks restrooms, empty trash cans
- Notify parks director of any safety hazards or vandalism at parks facilities

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Ability to effectively communicate and present ideas and concepts orally and sometimes in writing.
- Must be able to satisfactorily pass a criminal background check.
- Skilled use of standard cleaning equipment and supplies such as mops, vacuums, dust cloths, soaps, and other cleaning products.
- Ability and willingness to participate in training programs related to this position.
- Ability to understand and follow oral and written instructions, prioritize demands, and work independently with limited supervision.
- Ability to critically assess situations and solve problems, communicate effectively, and work well under stress, within deadlines, and with changes in work priorities.
- Ability to use tact and skill while communicating with the public.
- Previous experience in a custodial/maintenance position is required.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and view sites or documentation. The employee is frequently required to stand, walk, reach arms above head, travel to various locations where bending, stooping, and kneeling are required. The employee is occasionally required to access structures requiring the use of stairs, and to view property areas at varying heights and on different types of terrain. The employee must occasionally lift and/or move items of light to moderate weights (up to 50 pounds).

The employee may be exposed to adverse weather conditions, and other environments with loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is usually quiet but may become loud in limited situations.