

Custodian

Job Description and Competencies



Position Overview:

The Custodian will maintain cleanliness within the Epic Center common areas as well as Building Partner suites. Under the Epic Director's direction, the Custodian completes daily assigned work orders and assists other Building Partners in completing scheduled and contracted scope of work. The Custodian position is an hourly, part-time position that largely works alone, but one that must provide excellent customer service, and communicate well.

Major Tasks Performed (Essential Job Functions)

Cleaning

- Clean and address all Building Partner suites as per each suite's scope of work.
- Vacuum carpets and mop floors throughout the venue.
- Wash windows.
- Report any damage, burned-out light bulbs, and plumbing problems to the Epic Director.
- Assists with inventory control and security.
- Secure the building when facilities are not in use; check for unlocked doors and windows and turn off lights.
- Discard trash and recycling.
- Polish glass, table surfaces, counters, shelves, desks, office equipment, and door handles.
- Move furniture, equipment, supplies, and tools on an incidental basis.
- Clean walls throughout the building as necessary.
- Conduct deep-cleaning projects as scheduled.
- Clean and sanitize all restrooms.

Event and Facilities Support

- Onsite support of events and events set up/breakdown.
- Attend Building Partner meetings as scheduled.
- Assist in the coordination and execution of outside rentals of the building as well as building partner use.
- Maintain Material Safety Data Sheets as needed.
- Monitor the grounds and facility and be able to ensure the facility is secure.
- Respond to after-hours emergencies as needed.

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Required Competencies:



Follows Protocols

- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Performs all work in accordance with established safety practices and with instructions/training received from supervisory personnel. Complies with all OSHA/MIOSHA rules and regulations governing job duties and the use of supplies and equipment.

Interpersonal Skills

- Strives for self-awareness in a social setting.
- Demonstrates sincere interest in others.
- Treats all people with respect, courtesy, and consideration.
- Respect differences in the attitudes and perspectives of others.
- Listens, observes, and strives to gain an understanding of others.
- Communicates effectively.
- Shows sensitivity to diversity issues.

Personal Accountability

- Work effectively under pressure to meet business deadlines. Adaptable through change. Maintain a productive sense of urgency.
- Demonstrates the ability to self-evaluate and utilize feedback.
- Strives to take responsibility for their actions.
- Accepts personal responsibility for outcomes.
- Observes and analyzes data to learn from mistakes.
- Sees new possibilities by examining personal performance.

Integrity and Trust

- Is widely trusted.
- Is seen as a direct, truthful individual.
- Can present the unvarnished truth in an appropriate and helpful manner.
- Maintains confidentiality.
- Admits mistakes.

Problem-Solving

- Uses rigorous logic and methods to solve difficult problems with effective solutions.
- Probes all fruitful sources for answers.
- Can see hidden problems.
- Is excellent at honest analysis.
- Looks beyond the obvious and doesn't stop at the first answer.

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Education / Experience / Skills:



Education	Required: High School Diploma Desired: Technical, Trade School, or equivalent for Maintenance work
Experience	Required: 1-3 years of proven custodial work. Desired: 3-5 years of proven custodial work.
Skills	Required: <ul style="list-style-type: none">• On-time, ready, and reliable• Must be able to lift to 80 pounds.• Willing and able to work events, nights, and holidays as needed.• Occasional exposure to high noise levels and flashing lights.• Able to be exposed to Michigan weather and unconditioned indoor temperatures.• Able to stand for long periods of time, up to 8 hours or more.• Able to stoop and bend.• Able to safely work with potentially dangerous chemicals and equipment.• Able to comply with safety and health code standards.• Able to handle responsibilities that require repetitive motion tasks.• Basic Computer skills ability, for Microsoft Office Suite and Planning Pod scheduling software

Physical Demands – Facilities

While performing the duties of this job, the employee is regularly asked to stand; climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently asked to walk, sit, talk, or listen. The employee must occasionally lift and/or move up to 80 pounds. The employee is occasionally required to use the computer, telephone, and other office equipment. Specific abilities required by this job include close vision and the ability to adjust focus, as well as safely work with potentially hazardous chemicals and equipment, and exposure to high noise levels and flashing lights.

Work Environment - Facilities

The employee works in an arts and culture office and performance environment with, for the most part, ambient room temperatures, lighting, and traditional performance spaces. Work also includes areas that house mechanical systems with low lighting and temperatures outside normal ranges. May occasionally be asked to work outside such as on the roof of the facility. Pay rates start at \$12 an hour and can go as high as \$18 for well-qualified candidates. Qualified and interested applicants should provide their resume and accurate contact information via email using the subject heading: Custodian Applicant to Jeff Weber, c/o Carla Bell at info@kalamazooarts.org. Resumes may also be dropped off in person at 259 S Kalamazoo Mall, Suite 203, Kalamazoo, MI 49007.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. The employee will be required to follow any other instructions and to perform any other duties as requested by their supervisor at any time, with or without notice.
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