

### **Part-time Custodian**

The Civic is looking for a team player to join the fast paced department of custodial and environmental services. This 20-hour a week, year-round position will be responsible for the cleanliness and appearance of the interior and exterior of three performances venues and supporting facilities. The ideal candidate will possess previous cleaning experience, a great work ethic, attention to detail, and ability to perform a variety of physical cleaning and maintenance tasks as well as setting up facilities for special events. Ability to work daytime, weekends and some evenings are a must. Must to able to lift 50 lbs., climb and work from a ladder and work from a kneeling position. To apply, visit [www.kazoocivic.com/employment](http://www.kazoocivic.com/employment) for a full job description and to fill out an application. Return all applications to Kristen Chesak, Executive Director, Kalamazoo Civic Theatre, Attn: "Custodian Application", 329 South Park Street, Kalamazoo, MI 49007 or by email to [lmcleod@kazoocivic.com](mailto:lmcleod@kazoocivic.com). Please use Custodian Application in the message header. EOE.

# KALAMAZOO CIVIC THEATRE

## JOB DESCRIPTION

Date: 28 July 2015

Job Title: Custodian

Department: Buildings and Grounds

Reports to: Custodial Supervisor

### **Definition:**

Under the supervision of the Custodial Supervisor, performs routine building cleaning tasks; responsible for the appearance of, and cleaning of, the Civic Auditorium and Carver Center; also does related work as required.

### **Performance Responsibilities:**

1. Vacuum
2. Empty wastepaper and trash.
3. Sweep, mop, strip, and wax of floors.
4. Wash windows.
5. Dust and polish furniture
6. Pick up paper and debris inside/outside buildings.
7. Clean restrooms.
8. Outside grounds care and maintenance, including snow removal, leaf pickup & removal of debris.
9. Care, maintenance, storage and repair of tables and chairs.
10. Care, cleaning and maintenance of the Auditorium seats and Parish Theatre seating equipment.
11. Removal and replacement of handicap seating in the Auditorium
12. Establish schedule for routine, on-going cleaning activities.
13. Set up rooms for special events.

### **Minimum Qualifications:**

1. Good knowledge of building cleaning practices, supplies, equipment and ability to use them efficiently and economically.
2. Good communication skills
3. Good supervision skills
4. Ability to work well with people
5. Team player and self-starter
6. Ability to lift 50 lbs., climb and work from a ladder and from a kneeling position

### **Desirable Qualifications:**

1. High School graduate
2. At least one year of building cleaning experience and supervisor experience.
3. Any equivalent combination of experience or training which provides the essential knowledge and skills.