



Job Description

Position: Custodian/ Maintenance
Reports To: Facilities Manager
Status: Full-time/ Exempt
Schedule: Varying hours, nights, weekends and holidays required

Role Summary

Custodial staff are responsible for the general cleanliness in preparation for and after all events, rentals and performances in the Academy's three venues. The venues include a black box theatre (up to 650 person capacity), the Academy Historic Theatre (835 person capacity) and the Anne White Gallery (100 person capacity). This role works with the Academy Center of the Arts' Facilities team to ensure all cleaning equipment and closets are properly cared for, stocked and organized between events.

Essential Duties & Responsibilities

Daily Operations

- Cleaning and care of all common areas of the Academy's buildings including lobbies and bathrooms
- Informing the Facilities team of any routine maintenance needs, supplies and stocking of items/ paper products in all common areas
- Maintaining all cleaning equipment, lawn equipment and general care and maintenance of Academy property

Facility Rentals/ Events

- All cleaning and preparation for events/ concerts/ performances at the Academy
- All clean-up after each event at the Academy/ assisting with take-down when necessary

Qualifications

- Must be able to lift 50 lbs
- Ability to work in a sometimes fast paced and rapidly changing environment
- Excellent organization skills and ability to multitask
- High level of attention to detail
- Must be able to work well independently but must be also capable of working as part of a team and able to lead, train, and motivate others.