



Job Description

Position: Facilities/ Custodial Support
Reports To: Facilities Manager
Status: Part-time/ \$15 per hour
Schedule: Between 10-30 hours per week/ Varying hours, nights, weekends and holidays

Role Summary

The Facilities/ Custodial support position requires this candidate to perform routine maintenance on a campus with a variety of different venues and capacities. The Academy's three 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 position works with the Academy Center of the Arts' Facilities team to ensure all areas of the campus are properly maintained, organized, and cleaned including the overall grounds, electrical and mechanical equipment and storage areas.

Essential Duties & Responsibilities

Daily Operations

- Cleaning and care of all common areas of the Academy's buildings including lobbies and bathrooms
- Informing the Facilities Manager 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; including set-up of basic equipment such as tables, chairs, easels, stanchions, etc.
- All clean-up after each event at the Academy/ assisting with take-down when necessary

Equipment Maintenance

- Learning the basics of our HVAC unit, temperature controls and thermostats on campus
- Becoming versed in locations of breaker boxes, security equipment and electrical equipment on campus

Qualifications

- Must be able to lift 50 lbs
- Ability to work in a 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.