



## Job Description

**Position:** Facility / Custodial Support  
**Reports To:** Facilities Manager  
**Status:** Part-Time/ \$15.00 per hour  
**Schedule:** Between 10-30 hours per week/ Varying hours, nights, weekends and holidays

### **Job Summary**

Under general supervision, responsible for maintaining, cleaning, and disinfecting all areas of the ACOA facilities. Perform basic cleaning, sanitation, and minor maintenance of an assigned building and associated grounds including sweeping, mopping, vacuuming, dusting, polishing, trash removal, implements setup and takedown for a wide variety of campus rentals and events, etc.

### **Essential Duties & Responsibilities**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Perform custodial duties such as cleaning, sweeping, mopping, vacuuming, dusting, polishing and trash removal of offices, art studio, lobbies, theaters, kitchens, break rooms, bathrooms, dressing rooms, hallways, entryways, and other areas of a facility including exterior grounds.
2. Perform special cleaning and preparation for events/concerts/ performances including set-up of basic equipment such as tables, chairs, easels, stanchions.
3. Assist with the take-down when necessary and clean-up after each event at the Academy.
4. Assist with special projects.
5. Operate cleaning equipment and assist with floor maintenance and restoration as needed.
6. Prepares facility spaces for events to place furniture and equipment; sets up and takes down tables, chairs and equipment for a wide variety of performances and events.
7. Report supply needs of items/paper products, cleaning supplies, equipment needs, and any routine maintenance needs to the Facility Manager.
8. Perform daily preventative maintenance of site custodial equipment.
9. Learning the basic of our HVAC units, temperature controls, and thermostats on campus.
10. Become versed in locations of breaker boxes, security equipment and electrical equipment on campus.
11. Attend work and arrive in a timely manner.

**KNOWLEDGE OF**

Basic maintenance and repair of related custodial equipment; repair and maintenance of equipment, furniture and fixtures in a safe and thorough manner; methods of maintaining, cleaning and preserving a variety of surfaces; proper use of a wide range of chemicals according to state and federal regulations; handling and disposing of hazardous materials and blood borne pathogens with care; computer software programs including e-mail and service request systems.

**QUALIFICATION**

Candidates/incumbents must meet the minimum qualifications as detailed below;

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1. Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.
2. Must be able to work safely in an environment containing cleaning materials, dust and noise.
3. Ability to work in a fast paced and rapidly changing environment
4. Excellent organization skills and ability to multitask
5. High level of attention to detail
6. 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