

FACILITY CUSTODIAN

Job Title: Facility Custodian
Department: Facilities
Reports to: Director of Production and Facilities
Job Type: Part time
Pay Rate: Starting at \$15.00 per hour

About The Z

The Zeiterion Performing Arts Center (The "Z") is a non-profit whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social and economic vitality of the South Coast.

The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel valued in our employ, in our seats and on our stage.

General Purpose/Major Responsibilities

The Facility Custodian is responsible for:

- Maintaining the cleanliness and order of our facility both indoor and out, including but not limited to administrative offices, front and back of house and all managed, operated, or rented facilities by The Z, ensuring compliance with public ordinances and The Z's standards.
- Providing pre- and post-event support to Production, Front of House and Concessions for events on and off site.

The position is part time. Work schedule varies as it is closely tied to our event schedule. Hours will include nights and weekends on a regular basis.

The General responsibilities include but are not limited to:

- Independently completes all items on the maintenance and custodial checklist
- Troubleshoot/resolve immediate operation and/or safety concerns
- Ensures cleaning supply inventory is stocked
- Prepares /cleans backstage, Front of House and concession areas prior to events and performances
- Handles all recycling and trash within facility
- Sets up a variety of spaces for meetings or events
- Special projects as needed. Other duties as assigned

Minimum qualifications:

- Excellent people skills, ability to get along with a variety of personality types
- Self-directed, time management skills and ability to prioritize
- Must exhibit excellent judgement, professionalism, confidentiality and flexibility
- Ability to work weeknights and weekends
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General knowledge of:

- Methods, materials, and equipment used in custodial work
- Basic carpentry, painting skills and preventive maintenance requirements
- Basic plumbing and electrical skills
- Safe work practices
- Microsoft Office products such as Word, Excel, and Outlook
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Ability to:

- Lift at least 50 pounds, and when necessary lift from the floor
- Maintain effective audio-visual discrimination and perception to: make observations including distinguish and differentiate colors, sounds, lights; reading and writing; operating assigned equipment; communicating with others
- Perform various cleaning and sanitizing maintenance activities
- Clean and care for assigned areas and equipment
- Use a variety of custodial equipment, supplies and materials
- Work independently in the absence of supervision
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Communicate clearly and concisely
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following: walking, crouching, or crawling during building maintenance activities; pushing, pulling, lifting, or carrying heavy equipment or supplies; climbing stairs/ladders; walking, standing, or sitting for extended periods of time; operating assigned equipment

Education/Training

- High school diploma or equivalent.
- Additional training in building trades maintenance and repair or a related field is desirable.

Experience

- Custodial experience preferred, but not required.

Working Conditions

- Environmental: Office/field environment; exposure to cleaning chemicals and materials; irregular work hours.

- Physical: Essential and other important duties and responsibilities may require maintaining physical conditions necessary for walking, crawling, kneeling or standing for prolonged periods of time; heavy lifting.

How to Apply

Email Director of Production and Facility at jchoquette@zeiterion.org