

## **Facility Custodian (FT)**

<b>Job Title:</b>	<b>Facility Custodian</b>
<b>Department:</b>	<b>Facilities</b>
<b>Reports to:</b>	<b>Director of Production and Facilities</b>
<b>Job Type:</b>	<b>Full-Time</b>
<b>Salary Range or Pay Rate:</b>	<b>Starting at \$17.00 per hour</b>

### **About The Z:**

The Zeiterion Performing Arts Center (The “Z”) is a non-profit organization 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.

### **EQUAL OPPORTUNITY:**

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 safe and seen in our employ, in our seats and on our stage.

### **COVID-19 PROTOCOL:**

A full dose COVID-19 vaccine regimen, including booster, is a condition of employment and volunteering for all Z staff, event personnel and volunteers. In a case where individuals fall under a legally covered exemption, that individual should present a qualifying reason for the exemption, in which case The Z will make reasonable accommodations and offer other protocols including regular testing plus mask wearing.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment ranges from low to high
- The Z is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams
- The Zeiterion is on an active, and ongoing, journey to be anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity
- This role will have exposure to cleaning chemicals and materials

- Essential and other important duties and responsibilities may require maintaining physical conditions necessary for walking, crawling, kneeling or standing for prolonged periods of time and may require heavy lifting.
- This role will have irregular work hours.

## **POSITION OVERVIEW**

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, as needed.

The position is full time. Work schedule may vary as it is closely tied to our event schedule. Hours may include nights and weekends, as needed.

## **RESPONSIBILITIES:**

- 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

## **QUALIFICATION REQUIREMENTS:**

Experience

- 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

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

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

- High school diploma or equivalent.
- Additional training in building trades maintenance and repair or a related field is desirable.
- Custodial experience preferred, but not required.

#### **HOW TO APPLY**

- Send resume to [careers@zeiterion.org](mailto:careers@zeiterion.org).