

Position Title: Custodian

Type of Position: Part-time

Immediate Supervisors: Technical Director / Facilities Manager

Position Summary: The part-time Custodian for the Schauer Arts Center will perform routine janitorial services at the Schauer Center (147 N. Rural Street, Hartford). Position will keep the facility clean and well-maintained year round. Custodian will also set up room layouts for Schauer School of the Arts classes being held at the Schauer when classes are in session.

Schedule: Work schedule must be flexible and have day time availability, but may also include weekends and late evenings. Successful candidate is expected to work an average of 20 hours weekly. Supervisor and employee will gauge what is reasonable and necessary, as workload will vary.

Position Responsibilities:

- Sweeping and wet mopping of all hard surface floors
- Vacuuming of all carpet areas, including carpet runners
- Complete bathroom cleaning and supply replenishment
- Garbage removal from all areas of the building to the waste dumpster
- Interior window cleaning
- Dusting of building, fixtures, and furnishings
- Light maintenance to include, but not limited to, light bulb replacement, painting, and minor repairs
- Secure building, as needed
- Notify Technical Director / Facilities Manager when major repairs are needed
- Clean and set up classrooms in the style indicated by Technical Director / Facilities Manager when classes are in session

Minimum Requirements: Must be at least 18 years old and able to lift 25 pounds. Previous janitorial experience is preferred. Background check required.

Knowledge and Skills: Position requires dependability and flexibility, as well as a motivated and dedicated behavior. Ideal candidates will be detail-oriented, team-oriented, and possess a strong work ethic. Should be able to work independently.

The above listing of responsibilities is not intended to be a complete listing of duties but merely a statement of examples of common duties to be performed. The Schauer Arts Center reserves the right to amend the above listing at any time at the discretion of the Executive Director and/or Board of Trustees.