

# The Center for the Arts & Sciences

## Job Title:

Part-Time 2<sup>nd</sup> Shift Maintenance Staff Position

### **Reporting Relationship**

- Reports to Center Facilities Operations Leader

### **Work Schedule**

- 20 - 29 hrs. per week – 2<sup>nd</sup> shift, ranges from 1pm to 12am, weekdays and weekends.
- On call as needed

### **Primary responsibilities include:**

- Clean and maintain facilities to an established standard (Includes sweeping, mopping, and vacuuming, deep-cleaning and sanitizing restrooms, kitchens, and public areas. Some industrial cleaners are used).
- Installation, care, and maintenance of various equipment as necessary. (May include appliances, fixtures, tools, shelving, electronic devices, lightbulbs, etc.)
- Follow and update work checklists, safety records, maintenance records & various files, MSDS (Material Safety Data Sheets), etc.
- Set up and take-down of chairs, tables, audio/visual equipment, and/or special lighting for events such as meetings, recitals, and receptions.
- Grounds work includes weeding & maintaining flowerbeds, trimming trees, maintaining sprinkler systems, disposing of trash and litter, and treating areas with pesticides.
- Ensuring the safety of volunteers. Will be responsible for remaining in the facility at any time volunteers are present. Will be responsible for vacating the building at a designated time.
- Ensuring the security of the Facility. Will be responsible for locking all doors, interior and exterior and checking each door at the end of shift.
- Other special maintenance and repair projects, special services, and work assignments.

### **Requirements**

- Must be able to speak, read & write English proficiently to communicate with volunteers and visitors.
- Must be able to perform routine tasks while prioritizing and completing special maintenance projects.
- Must be able to interact professionally with public officials (such as the police), outside vendors, contractors, and fellow employees.
- A general knowledge of commercial maintenance, cleaning and services, construction/repair skills (including plumbing, electrical, HVAC systems, painting/refinishing, carpentry, drywall, etc.) is preferred.
- Must be self-motivated and self-directed.
- Proficiency with computers and common office software (Word, Excel, Power Point, etc.) is preferred.

### **Physical Requirements**

- Must be able to lift 50 lbs. and endure repetitive lifting, carrying, and bending.
- Must be able to climb stairs and ladders.

### **Employee Conduct**

- It is the responsibility of every employee to contribute to a positive and safe work environment through cooperative and professional interactions with co-workers, volunteers, outside vendors and contractors.
- Every employee must present a professional appearance by wearing appropriate attire, safe footwear, and maintaining proper grooming.