



## JOB DESCRIPTION

### **THEATRE CUSTODIAN/MAINTENANCE PERSON**

(Part-Time)

**Supervised By:** Theatre Director  
**Supervises:** Volunteers  
**FLSA** Non-Exempt

#### **Position Summary:**

Under the supervision of the Theatre Director, performs a broad range of assignments in support of Theatre Maintenance and Custodial functions.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

##### Daily

- Clean two restrooms consisting of seven toilets, two urinals and four sinks. Cleaning of the bathrooms shall include cleaning and disinfecting the walls of the stalls, sinks and toilets, mirrors, sweeping and mopping floors, counters, emptying trash and restocking paper and soap supplies, etc.
- Pick up all trash from floors and seats in both theatres.
- Sweep hard floors in theatres.
- Vacuum foyer, all aisles in both theatres, and front walk off mats.
- Mop all hard surface traffic areas including front lobby, foyer, hallway to back entrance, and both theatres.
- Clean and disinfect the drinking fountain.
- Empty all trash cans in the two theatres, lobby and foyer.
- Wash the interior and exterior glass in the doors and windows of the main entrances, and the front ticket window.
- Empty trash, vacuuming both front offices
- Perform related work as assigned

##### Weekly

- Vacuum the stairs and projection room.
- Sweep and mop projection room for small theatre (screen 2).
- Vacuum, clean counters, sink, and empty trash in the green room.
- Dust surfaces and sills in foyer area.

##### Monthly Services

- Dust all flat surfaces, baseboards and remove cobwebs from around doors and windows, in corners and along ceiling edges. (except theatre ceilings in movie theatres).
- Wash/disinfect bathroom walls.
- Vacuum and dust dressing rooms, sweep and mop hallway to dressing rooms.
- Sweep, mop, dust, and clean toilet and sink in dressing room restroom.
- Clean all front windows including movie poster holders and display windows (this includes DDA office).

### Maintenance Duties

- Replace lamps when necessary for inside and outside lighting.
- Maintain door latches, hinges and weather seals.
- Check roof drains monthly and clean debris from roof as needed.
- Spring disconnect heat tapes for roof drains.
- Fall re-connect heat tapes for roof drains.
- Change outdoor sign for proper movies and events.
- Repair damaged plaster and repaint as needed.
- Re-attach any loose fixtures throughout facility.
- Check exterior doors monthly for proper operation.
- Report any maintenance issues to the Theatre Director via email or phone.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Ability to effectively communicate and present ideas and concepts orally and sometimes in writing.
- Must be able to satisfactorily pass a criminal background check.
- Skill in the use of standard cleaning equipment and supplies such as mops, vacuums, dust cloths, soaps, and other cleaning products.
- Ability and willingness to participate in training programs related to this position.
- Ability to understand and follow oral and written instructions, prioritize demands, and work independently with limited supervision.
- Ability to critically assess situations and solve problems, communicate effectively, and work well under stress, within deadlines, and with changes in work priorities.
- Ability to use tact and skill while communicating with the public.
- Previous experience in a custodial/maintenance position is required.

### **Physical Demands and Work Environment:**

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

While performing the duties of this job, the employee is regularly required to talk, hear and view sites or documentation. The employee is frequently required to stand, walk, reach arms above head, travel to various locations within the Ionia Theatre where bending, stooping, and kneeling is required. The employee is occasionally required to access structures requiring the use of stairs, and to view property areas at varying heights and on different types of terrain. The employee must occasionally lift and/or move items of light to moderate weights.

The employee may be exposed to adverse weather conditions, and other environments with loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is usually quiet but may become loud in limited situations.