

ALASKA CENTER FOR THE PERFORMING ARTS
JOB DESCRIPTION

Title: **CUSTODIAN**
Department: Physical Plant
Salary Grade: Grade 3 (\$10.00-13.50)
Full-Time/ Non-Exempt Part-time
Scheduled Hours: Varies
Reports To: Director of Physical Plant

SUMMARY

Provides cleaning and janitorial services for Center's theaters, lobbies, bathrooms, dressing rooms, offices, outside areas and other Center spaces to maintain a clean attractive environment for patrons and guests.

RESPONSIBILITIES AND DUTIES

- 1.0 Cleans Atwood, Discovery and Laurence Theaters and lobbies.**
 - 1.1 Removes trash, vacuums or mops floor surfaces; dusts or washes other surfaces as required.
 - 1.2 Vacuums and dusts in lobbies and concession areas. Washes surfaces as needed.
 - 1.3 Cleans restroom fixtures. Mops floor surfaces, washes wall surfaces. Cleans mirrors. Replenishes supplies.

- 2.0 Cleans administrative offices and patron lounge.**
 - 2.1 Removes trash, dusts furniture and equipment, vacuums floor surfaces. Washes, dusts or polishes surfaces.

- 3.0 Cleans dressing rooms, backstage, basement areas and stairwells.**
 - 3.1 Cleans dressing rooms, restrooms and showers.
 - 3.2 Cleans mirrors; washes other surfaces as needed.
 - 3.3 Vacuums, mops or sweeps backstage, stairways, halls and elevators.

- 4.0 Cleans glass surfaces.**
 - 4.1 Cleans inside and outside of windows and doors.
 - 4.2 Cleans other glass surfaces in lobbies and offices.

- 5.0 Performs periodically**
 - 5.1 Buffs tile areas in lobbies.
 - 5.2 May clean lighting fixtures.
 - 5.3 May replace lights.
 - 5.4 May shovel snow.
 - 5.5 Delivers messages.
 - 5.6 Moves equipment and supplies between departments.
 - 5.7 May set up tables and chairs in lobby or theater.
 - 5.8 Cleans equipment.
 - 5.9 May oversee work performed by other custodians.

- 6.0 Performs other duties as required.**

Accepted by _____
Custodian

Date _____

Accepted by _____
Director of Physical Plant

Date _____

POSITION SPECIFICATIONS

JOB TITLE: CUSTODIAN

GRADE: 3

High school graduation or GED desired.

Previous custodial experience desired.

Ability to understand oral and written instructions from supervisor and others.

Ability to speak basic English.

Ability to read and understand equipment operating instructions and cleaning container labels.

Ability to operate vacuum cleaner, buffer, carpet extractor, scrubber and other custodial gear.

Ability to observe safe working habits and to report unsafe conditions observed.

Ability to change work hours on short notice.

Ability to show initiative and recognize tasks needing to be accomplished.

PHYSICAL DEMANDS OF POSITION:

Stand, sit, walk.

Grasp and use brooms, mops, vacuums and cleaning machines.

Stoop, kneel, crouch and climb.

Lift or move 25 lbs; move 50 lbs; occasionally move 100 lbs.

Reasonable accommodation will be explored to enable persons with disabilities to perform essential functions of the job.

WORK ENVIRONMENT:

Frequent exposure to fumes of cleaning materials. Skin contact with cleaning products. Works near machinery.

May work in wet or humid environment. Occasionally works in high places. Occasionally works outside in inclement weather. Noise level is usually moderate.

APPEARANCE AND DRESS: Appropriate to the work performed.

ALASKA CENTER FOR THE PERFORMING ARTS IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 7-2014 (NH)