

PART TIME CUSTODIAN

Position Opening July 2018

Status: Non-Exempt



POSITION SUMMARY

Responsible for performing a variety of routine cleaning of facility and general building maintenance tasks involving equipment and grounds.

KEY RESPONSIBILITIES (NOT ALL INCLUSIVE)

Clean dance studios, conference rooms, hallways, lobbies, lounges, restrooms, elevators, stairways, parking lots and other work areas and exterior grounds as needed.

Performs set-up of facilities for meetings, classes, workshops, etc. for in-house events (includes physical moving of equipment, furniture, file cabinets, etc.)

Perform minor electrical maintenance to include but not be limited to replacement or repair of fixtures (i.e. wall switches/outlets, light bulbs, minor appliances)

Performs minor plumbing maintenance (i.e. unclogging of drains and faucets)

Performing routine carpentry work (example: minor paint jobs)

Assist with inventory control and building security.

Communicate with Facilities management about major damages and any work that requires outside professional assistance.

Perform and/or work with tools and supplies necessary to assist in minor repairs.

Assist in reconfiguration, install of offices and space (i.e. furniture, work surfaces, storage, file cabinets, etc.)

Performs other work related duties as assigned by Facility Manager or Director of Facilities & Operations.

Maintain company safety procedures at all times and comply with facility access control regulations.

Must be able to work flexible hours (including evenings and weekends, with prior scheduling)

REQUIRED SKILLS

EDUCATION AND EXPERIENCE REQUIREMENTS

HS Diploma

One to two years of work experience in facility maintenance

Basic understanding of facility maintenance

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Must be customer service oriented

Ability to meet or exceed the company's attendance and punctuality standards

Ability to understand and follow directions as given

Ability to work with minimal supervision

PHYSICAL REQUIREMENTS

Must be able to lift 50 lbs. or more

Ability to climb ladder and step ladder

Bending at the waist, sitting, kneeling, climbing, walking, etc. as job may require

ENVIRONMENTAL CONDITIONS

Work in heat or cold climate

Cleaning fluids normally used in custodial duties

Due to the access to the secured building for this position, an individual receiving a conditional offer of employment from Dallas Black Dance Theatre must pass a background investigation and substance abuse testing prior to commencing employment.

Please email resume and salary requirements with Part-Time Custodian in the subject line to l.flournoy@dbdt.com by July 13, 2018. Principals only; no employment agencies. No phone calls please.