

# MAINTENANCE & JANITORIAL SUPPORT

## Job Description

Status: Full-Time, Non-Exempt



## ABOUT DALLAS BLACK DANCE THEATRE

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Dallas Black Dance Theatre is an internationally recognized professional dance company that presents contemporary modern dance from the African American experience. We're located in the Dallas Arts District in Downtown Dallas.

## PRIMARY FUNCTION

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

## RESPONSIBILITIES & DUTIES

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- Clean and sanitize interior areas such as dance studios, conference room, hallways, restrooms, elevators, stairways, carpet/floors and other interior areas and pick-up debris on the grounds such as the parking lots, and exterior grounds as needed
- Performs set-up of facility for meetings, classes, workshops, etc. and for in-house events (includes physical moving of equipment, furniture, file cabinets, etc.)
- Monitors and maintains a variety of monthly, quarterly, and yearly inspection/logs such as extinguishers, emergency lighting, exit lighting, fire, generator, elevator, sprinkler, fire alarm, building evacuation, following standard procedure
- Basic building repairs including patching and painting walls, replacing ceiling tiles and other general maintenance and construction duties around the facility
- 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 (i.e., minor paint jobs, placing shelves)
- Assist with inventory control and building security
- First point of contact to respond to building and equipment alarms and other emergency situations
- Communicate with facility management about major damages and any work that requires outside professional assistance
- 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 Director of Facilities & Operations.
- Always maintain company safety procedures and comply with facility access control regulations

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

## **QUALIFICATIONS**

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- High School Diploma
- Five to ten years of work experience in facility maintenance
- Basic understanding and knowledge of facility maintenance
- A valid Driver's License
- Must be able to lift or move items 50 lbs. or more
- Ability to climb ladder and step ladder
- Bending at the waist, sitting, kneeling, climbing, walking, etc. as job may require
- Provide proof of full COVID-19 vaccination
- Due to the nature of business of the organization and this position, an individual receiving a conditional offer of employment from Dallas Black Dance Theatre must pass a background check and substance abuse testing prior to commencing employment.

## **COMPENSATION**

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Salary based on experience; ranges from \$14.00 - \$16.00 per hour. Dallas Black Dance Theatre's benefits include employer-provided health, dental and vision insurance, life insurance, and a retirement plan.

To apply for this position, email your cover letter, resume and salary requirement to [jobs@dbdt.com](mailto:jobs@dbdt.com). No phone calls, please.