



Job Title:	Custodian		
Reporting To:	Director of Patron and Company Services		
Level/Salary Range:	\$13 per hour	Position Type:	Part-time

Job Description

ROLE AND RESPONSIBILITIES:

Reporting to and in partnership with the Director of Patron and Company Services, the Custodian plans for and responds to the comprehensive needs of Playhouse cleanliness and upkeep. Specific responsibilities require the Custodian to:

- Embrace the mission and culture of the Winnepesaukee Playhouse
- Maintain and protect facilities of the Winnepesaukee Playhouse through careful and thorough cleaning and upkeep of the internal and external premises
- Regular removal of trash and recycling from lobby reception area including concession stand and box offices, restrooms, offices, rehearsal rooms, and greenroom
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap)
- Sweep and mop floors and vacuum carpets
- Wipe mirrors, windows, and surfaces with visible dirt
- Inspect the performance hall and ensure readiness for performances
- Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks etc.)
- Report major damages and oversee repairs
- Maintain outer premises by watering plants, mowing lawn, cleaning entrances
- Undertake occasional specialty tasks (lifting heavy items, moving chairs, pest control, minor snow removal, etc.)
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Strong interpersonal and communication skills
- Strong organizational skills and an eye for detail
- Physical endurance and ability to lift 50lbs or more
- Familiarity with and passion for the arts

Last Updated By:	SLB	Date/Time:	03/28/18
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