



Job Title:	Custodian		
Department/Group:	Admin	Reporting To:	Patron and Company Services Director
Level/Salary Range:	\$16 per hour/20 hours per week	Position Type:	Part-time
Search process:	Applications will be evaluated on a rolling basis.	Start date:	As soon as possible
To apply:	Send an email indicating interest as well as 3 references to jobs@winniplayhouse.org		

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:

- Maintain and protect facilities of the Winnepesaukee Playhouse through careful and thorough cleaning and upkeep of the internal and external premises of the theatre building and occasionally the on-campus staff housing
- Regular removal of trash and recycling from lobby reception area including concession stand and box offices, restrooms, offices, rehearsal rooms, greenroom, and deck and tent area
- Wash and sanitize toilets, sinks, and showers and restock disposables (e.g. soap, paper towels, etc)
- Sweep and mop floors and vacuum carpets
- Wipe mirrors, windows, and surfaces with visible dirt
- Inspect the theatre and ensure readiness for performances
- Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks, replacing light bulbs etc.)
- Report major damages and support repairs, in consultation with the Patron and Company Services Director and Managing Director
- Maintain cleanliness of outer premises by cleaning entrances, deck, tent, and parking areas
- Undertake occasional specialty tasks (lifting heavy items, moving chairs, carpet cleaning, 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

The Winnepesaukee Playhouse is dedicated to inclusive hiring and the principle that art thrives in a diverse environment. All qualified applicants will receive consideration for employment. The Playhouse does not discriminate based on race, color, religion, sex, gender identity or expression, sexuality, national origin, disability, or age.

Last Updated By:	Lesley Pankhurst	Date/Time:	3/19/2024
-------------------------	------------------	-------------------	-----------