

## **NORFOLK ARTS CENTER**

### **JOB DESCRIPTION**

**2021**

**JOB TITLE:** Janitorial and Maintenance Operator

Part-time, hourly

Flexible schedule. Some nights and weekends required.

#### **GENERAL SUMMARY**

The Janitorial and Maintenance Operator is responsible for regularly cleaning the facility, performs regular maintenance, annual checks, and ensures overall upkeep of the facility and grounds. Identifies and addresses issues, brings major issues to supervisor, coordinates and oversees the resolution of major issues. Prepares the facility for exhibits switches, classes, events, rentals, and meetings. Plays a role in set up and tear down of Norfolk Arts Center's major community events and festivals. Attends weekly staff meeting to stay connected and maintain schedules.

#### **SUPERVISION**

The Janitorial and Maintenance Operator appointed by the Executive Director and is administratively responsible to her/him. The Janitorial and Maintenance Operator may provide supervision over contractual workers and volunteers.

#### **DUTIES**

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash and recycling
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Service, clean, and supply restrooms.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.

Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.

Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.

- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
  - Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems
  - Conducting routine inspections of premises and equipment.
- 
- Remove snow from sidewalks, using snow shovels, and spread snow melting chemicals.
  - Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events, rentals, and meetings.
  - Requisition supplies and equipment needed for cleaning and maintenance duties.
  - Spray insecticides and fumigants to prevent insect and rodent infestation.
- Pull weeds, pick up trash, replace mulch
- Notify supervisors or managers of major repairs.
  - Overseeing contractors when professional repairs are necessary.

**Requirements:**

- Ability to manage your time efficiently.
- Work well when supervisors are not present.
- Ability to lift at least 25 pounds.
- Handle basic maintenance, building repairs, cleaning and other janitorial work.
- Basic math skills.
- Able to work safely with a variety of cleaning supplies.
- High school diploma.
- Able to use basic cleaning equipment.

**Performing General Physical Activities** -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

**Repairing and Maintaining Mechanical Equipment** -- Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.

**Equipment Maintenance** -- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Repairing -- Repairing machines or systems using the needed tools.

Flexible schedule. The hours will vary depending on the time of year and the projects being implemented. Some nights and weekends required.

Requirements to apply:

1. Cover Letter
2. Resume

Timeline:

Position open until filled.

Send cover letter and resume and question responses to: Norfolk Arts Center, 305 N. 5th St., Norfolk, NE 68701

OR email to [director@norfolkartscenter.org](mailto:director@norfolkartscenter.org)

Compensation / Benefits:

Compensation package to be determined based on the successful candidate's experience and education.

ORIGINAL ISSUE DATE: November 2021