



Position Description

Job Title:	Part Time Custodian		
Reports to:	Custodial Supervisor	Part Time	
Supervisory Responsibilities:	No	FLSA Status:	Non-Exempt

Position Summary

The Kalamazoo Civic Theatre is seeking a self-motivated individual to provide part time weekend custodial and maintenance services. A successful candidate will be task oriented, and possess the ability to work independently and unsupervised while performing routine building cleaning and maintenance for the Civic's three facilities.

To apply, submit your cover letter and job experience, both in pdf format, to [hiring@kazoo civic.com](mailto: hiring@kazoo civic.com). We also accept applications by mail or in person at 329 S Park St., Kalamazoo, MI 49007. Pay is \$12.50/hour. Position will be posted until filled.

Essential Functions:

- Routine daily tasks, such as vacuuming, emptying trash, cleaning bathrooms, dusting and polishing furniture and restocking supplies
- Occasional detailed cleaning, such as window washing; floor stripping, waxing and mopping floors
- Maintain the outside grounds around the buildings, including trash pickup, minor landscaping, such as weeding
- Snow removal from sidewalks and parking lots, as needed
- Assist with room set up for various events, including special events and academy classes
- Identification of building and equipment in need of repairs and conducts minor maintenance and repairs on building and equipment as needed
- Responsive to staff and volunteers when incidents occur that involve custodial support

Qualifications and Skill Requirements

- Must have at least 3 years' experience in cleaning and maintenance services
- Must have the ability to work unsupervised and stay on task, while responding to unexpected needs
- Must have good interpersonal skills and the ability to interact with diverse audiences, including guest artists, staff, board members, patrons, volunteers, students and parents in a professional and courteous manner

Physical Requirements:

- Must be able to lift up to 50 pounds and climb and work from a ladder
- The physical ability to travel between the various CIVIC building locations is required.
- Reasonable accommodations will be made to enable individuals to perform essential functions.
- **The Kalamazoo Civic Theatre has a mandatory COVID-19 vaccination policy for employees.**

The Kalamazoo Civic Theatre is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive work environment that inspires all individuals and provides a work environment free of discrimination and harassment.