

**Job Title:** Custodial Employee  
**Job Type:** Part Time Non-Exempt [20 hours]  
**Schedule:** Wednesday through Sunday 9am-1pm  
*with some flexibility based on business need*  
**Pay Rate:** \$20/hour  
**Reports To:** Production Manager / Facilities Manager  
**Direct Reports:** None



### **Position Summary**

Old Town Playhouse is seeking a reliable and detail-oriented Custodial Employee to help maintain a clean, safe, and welcoming environment for patrons, staff, and performers. This role is responsible for performing routine custodial duties, supporting building operations, and ensuring all public-facing spaces are presentation-ready for performances and events.

### **Key Responsibilities**

#### **General Custodial Duties**

- Empty all trash and recycling throughout the building
- Sweep, mop, and vacuum floors and stairwells
- Clean and restock all restrooms
- Dust baseboards and clean surfaces throughout the building
- Clean and sanitize drinking fountains, offices, conference rooms, and kitchen areas
- Clean and vacuum elevator and window blinds
- Sanitize handrails, especially in high-traffic areas
- Launder tablecloths, rags, and linens (on-site laundry facilities)

#### **Maintenance & Cleaning Tasks**

- Replace burned-out light bulbs
- Clean and maintain HVAC mini split filters (monthly and seasonally)
- Vacuum building vents
- Dust and clean chandeliers monthly
- Deep clean refrigerators twice per year
- Clean and sanitize ice maker and beer cooler twice per year
- Restock paper products, disposables, and cleaning supplies
- Identify and clear obstructions in hallways/stairwells; report safety concerns

#### **Building Readiness & Coordination**

- Ensure all public areas are clean and performance-ready (no later than 1:00 PM for matinees and 6:00 PM for evening shows)
- Manage and prioritize daily, weekly, and seasonal cleaning tasks
- Report supply needs and maintenance issues to the Facilities Manager
- Assist with snow removal as needed

### **Area-Specific Responsibilities**

#### **Lower Level**

- Clean mirrors in the Multi-Purpose Room monthly (spot clean as needed)

- Replace soiled tablecloths as needed
- Clean entrance door glass monthly (spot clean as needed)

### **Second Floor (Auditorium Area)**

- Remove scuff marks from backs of seats
- Ensure seat arms are down and cup holders are empty
- Keep the Green Room clean and organized

### **Third Floor (Dressing Rooms)**

- Clean showers (monthly or as needed)
- Respect performer spaces:
  - Do not clean dressing room calendars during productions
  - Do not disturb props or personal items

### **Qualifications**

- Prior custodial or janitorial experience preferred
- Ability to work independently and manage time effectively
- Strong attention to detail and cleanliness standards
- Ability to lift (up to 50lbs), bend, climb stairs, and perform physically active tasks
- Reliability and commitment to maintaining a safe environment

### **Work Environment**

- Active theater environment with stairs and multiple levels
- Flexible hours may include evenings and weekends aligned with performance schedules

### **Why Join Old Town Playhouse?**

Be part of a vibrant arts community where your work directly contributes to creating a memorable experience for audiences and performers alike.