



Custodian 2

Custodial, Grounds-Keeping, Event Setups

Job description updated December 2017

Full-time 30 hours/week, Thursday through Monday, non-exempt
Reports to Director of Maintenance

Job Summary

This assistant position plays an important role as a member of the operations team for the Fort Wayne Arts Campus under the direct supervision of the Director of Maintenance. This position's primary responsibility is to ensure excellence in janitorial housekeeping, and assist with event set ups and year-round grounds-keeping of the indoor and outdoor spaces on the Arts Campus. This position interfaces daily with Arts Campus residents and guests and is required to ensure all organizations, guests, contractors, employees, and visitors to or residing on the Arts Campus have a pleasant and positive experience. To this end, this position is responsible for maintaining a professional level of work ethic, confidentiality, while executing his/her duties on the downtown Arts Campus.

ESSENTIAL JOB FUNCTIONS

- Perform daily janitorial cleaning, and scheduled deep cleaning inside and outside of the Auer Center for Arts and Culture and PPG ArtsLab, and janitorial cleaning at the Arts United Center for weekend events, and at the Hall Community Arts Center as assigned by the Director of Maintenance.
- Perform occasional assistance with year-round grounds-keeping duties including snow shoveling, weeding, landscaping, plowing, and ice removal as assigned by the Director of Maintenance
- Provide occasional assistance with event set-up and tear downs as assigned by the Director of Maintenance.
- Monitor, cleanliness issues, maintenance issues, supplies, and equipment in all Arts Campus buildings report these to the Director of Maintenance.
- Work alongside the campus operations team to ensure the safety and security of the Arts Campus facilities, grounds, and guests through situational awareness,
- Regularly and consistently communicate with the Director of Maintenance and the VP of Arts Campus Administration about janitorial, maintenance and security activities that may impact ongoing operations.
- Play an active role as a member of the Arts United staff in ensuring clear communication of custodial or maintenance operations which may impact building tenants or guests.
- Complete other projects as assigned by the Director of Maintenance or the VP of Arts Campus Administration



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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must be capable of heavy work and able to lift and carry 50lbs unassisted and 100lbs assisted. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. This includes moving and arranging of tables, chairs, and a variety of equipment.
- Must be able to climb, pull, push, kneel, crawl, crouch, squat, climb ladders up to 15 feet, work at heights over 15 feet from a ladder or motorized lift, maintain balance, handle various chemicals, and manipulate tools and equipment.
- Must have ability to hear normally spoken work at 25 feet, have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, and to communicate effectively in writing and orally.
- Required to work with, or learn a variety of tools, motorized equipment, and computer programs.
- Required to work outdoors under hot and cold weather conditions
- Required to be on his/her feet for prolonged periods of time
- Must participate in training sessions; learn and practice acceptable cleaning methods
- Required to operate cleaning and grass-cutting machines used on the Arts Campus
- Must interact positively with Arts Campus visitors, staff, co-workers, tenants, and the community with the understanding that all Arts United staff are ambassadors for arts and culture in NE Indiana.
- Perform other duties as assigned by the Director of Maintenance or the VP of Arts Campus Administration

Please send inquiries to Chris Cleaver, Director of Maintenance, to ccleaver@artsunited.org