



## Custodian 1 Event Setup, Custodial, Groundskeeping

Job description updated December 2017

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

### Job Summary

This assistant position plays an important role as a member of the operations team for Arts Campus Fort Wayne under the direct supervision of the Director of Maintenance. This position's primary responsibility is to ensure excellence in event setups, janitorial housekeeping, 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 their duties on the downtown arts campus.

### ESSENTIAL JOB FUNCTIONS

- Primary individual responsible for arts campus event set-up and tear downs as assigned by the Director of Maintenance. This includes tables, chairs, risers, and necessary event equipment to fulfill the room setup needs of a variety of events in the Arts United Center, PPG ArtsLab, Auer Center for Arts and Culture, and outdoor arts campus events.
- Perform general custodial and cleaning duties at the Arts United Center, Auer Center for Arts and Culture, PPG ArtsLab, and Hall Community Arts Center including weekend cleaning between matinee and evening performances, and daily janitorial cleaning as scheduled or assigned by the Director of Maintenance.
- Assist the Director of Maintenance in completing year-round grounds keeping duties including operation of lawn mowers, snow blowers, ATV equipment, and light groundskeeping tools to complete mowing, weeding, landscaping, plowing, shoveling, and ice removal as assigned by the Director of Maintenance.
- Monitor maintenance issues, cleanliness 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, cleanliness, and attention to detail.
- Respond to security alarms and off-hours maintenance issues including HVAC control adjustments in the absence of the Director of Maintenance.
- Consistently communicate with the Director of Maintenance and the VP of arts campus Administration about maintenance and security activities that may impact ongoing operations or arts campus tenants and guests.
- Complete other projects including occasional light maintenance as assigned by the



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Director of Maintenance or the VP of Arts Campus Administration

#### 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 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 be able to hear normally spoken work at 25 feet, and have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned
- 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 their 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
- Required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned and to communicate effectively in writing and orally.
- 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

To apply, [fill out the online application here](#), and send your completed application by email to Chris Cleaver at [ccleaver@artsunited.org](mailto:ccleaver@artsunited.org).