

JOB DESCRIPTION

Custodian The Arts Council of Winston-Salem and Forsyth County

Type of position: part-time; hourly; non-exempt; reports to the Director of Maintenance.

The mission of the Arts Council of Winston-Salem and Forsyth County is to provide support, coordination and advocacy for arts and culture in our region. Owning and operating public arts facilities is one of the many ways we provide support, coordination and service to our arts and cultural partners and the larger community.

Job Responsibilities:

- Provide daily, weekly and periodic cleaning according to schedule
 - Restrooms – work includes cleaning of vanities, toilets, urinals, floors, mirrors, walls and all other surfaces
 - Public and event areas – work includes mopping, vacuuming, glass surfaces and all other surfaces
 - Routine duties – disposal of trash, floor maintenance, maintain clean and safe product storage areas, police all areas to ensure overall cleanliness and replenishment of paper products and supplies
- Provide set-up support
 - Set-up and tear-down of event areas as required
- Other
 - Be able to communicate with building occupants and provide feedback to supervisor
 - Other duties as assigned by the Director of Maintenance and/or Chief Operating Officer

Job Experience/Requirements:

- Three or more years of experience working in a custodial and maintenance environment
- Ability to read and follow instructions on products and material data safety sheets.
- Ability to follow instructions and operate cleaning equipment and tools; assuring the safety of yourself and occupants in an effective and efficient manner
- Ability to be flexible with work hours including rotating shifts, weekends and evenings
- Proven ability to work as part of a diverse team of individuals
- Physical requirements:
 - Ability to climb over 10 feet, lift 50 pounds, stand for long periods of time, and carry, pull and push

The Arts Council of Winston-Salem and Forsyth County facilities staff mission statement:

As a member of the facilities staff for the Organization, I understand that in addition to the specific duties of my position that it is my responsibility to help maintain a working environment that is comfortable for my fellow employees. I will assist in being a member of a team that works together to operate a safe, clean and hostility free environment. I will treat others, internally or externally, with the same respect and honesty that I would expect to receive. I will constantly work to improve myself with integrity and respect and to embrace the vision of the facilities as it works towards aligning programming with mission to serve the needs of the Arts Council and the community through the core value of service.