



Title: Custodial & Maintenance Reports To: Operations Manager  
Job Status: Part-Time Contractor Date: February 2021  
Manages: N/A

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### **Event Related Responsibilities**

- Work with Operations Manager to create pre-event cleaning schedule and venue set up.
- Stay in communication with Operations Manager about ticket sales and number of seats required for event.
- Receive event-related deliveries.
- Clean lobby, lounge, green room(s), backstage, stage, bar, kitchen, bathrooms and main theater area prior to each event. Typical cleaning includes, but not limited to, sweeping, mopping, sanitizing, vacuuming and cobweb removal.
- Check and restock all toilet paper, paper towel and hand sanitizer dispensers.
- Check and maintain in working order all motion sensor devices.
- Empty all trash receptacles prior to event.
- Set up seating prior to event, according to plan discussed with Operations Manager.
- Provide pre-show load-in assistance.
- Provide post-show cleanup, which includes stacking chairs. This may be done the following day.
- Prepare for the next event.

### **Janitorial Responsibilities**

- Maintain inventory of cleaning and janitorial supplies. Order supplies as needed.
- Take out and retrieve garbage cans (Tuesday pick up).

### **Outside Maintenance**

- Maintain clear walkways at emergency exits.
- Perform periodic grounds and equipment inspection, clean and repair as needed.
- Shovel and salt as needed, at front entrance and sidewalk, prior to winter events.

### **Inside Maintenance**

- Perform periodic equipment and building inspection, clean and repair as needed.
- Replace light bulbs when needed.
- Pests – inform Operations Manager of issues.
- Notify Operations Manager of pending issues or problems to be dealt with.

**This position requires flexible hours including Friday and Saturday evenings and the ability to lift 50 pounds.**

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To apply send an email with a brief description of your experience in an email to [ACORNOPS@AcornLive.org](mailto:ACORNOPS@AcornLive.org) or call The Acorn at 269.756.3879.