



Job Description: Custodian/Maintenance (Full Time)

Updated: 10-12-18

SUMMARY: The Egyptian Theatre in DeKalb, Illinois, seeks an energetic, passionate, and hard-working individual to join the team. Seeking an individual who will take pride in maintaining this historic community jewel. This position will include, but not limited to, maintaining the historic building in a clean and orderly condition along with general maintenance.

Essential Duties and Responsibilities:

- Responsible for maintaining building housekeeping standards. This includes, but is not limited to, vacuuming, dusting, polishing and scrubbing all interior areas using established procedures and cleaning supplies. Areas include auditorium, office area, stage, dressing rooms, lobby and all other interior areas.
- Responsible for exterior grounds cleaning. This includes, but is not limited to, cleaning up trash around building, removing graffiti and general upkeep of landscaping.
- Cleans restrooms on a consistent basis.
- Replenishes routine supplies for rest rooms and other common work areas on a daily basis.
- Empties wastebaskets and trash receptacles as needed and transports waste to disposal areas.
- Inventories cleaning supplies and other supplies as necessary.
- Responsible for light maintenance work such as painting, repairing a variety of equipment, fixing seats, changing lightbulbs, light electrical and plumbing.
- Responsible for routine maintenance checks on building equipment such as HVAC units, boiler, water pipes during winter, etc.
- Responsible for changing of the marquee as required.
- In winter, removes snow and ice from front of theatre, stage door area and emergency exits, as necessary.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, volunteers, theatre renters and all members of the general public.
- Set up and tear down of equipment for events, including tables and chairs as necessary.
- Other duties as assigned.

Qualifications:

- Knowledge of building maintenance including housekeeping and janitorial procedures and ability to operate the related equipment. Knowledge of janitorial products and application procedures to insure public safety.
- Ability to make minor repairs to facilities, including painting, plumbing, electrical and carpentry.

- Ability to work in a busy environment with members of the public, volunteers, outside production crews and artists.
- Self-motivated and able to stay busy without constant supervision.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee will be standing and moving while working. Employee must have the ability to crouch, bend over, climb stairs, and be on feet for extended periods of time.
- The employee must have the ability to climb ladders and be comfortable with heights.
- The employee may frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 75 pounds.

Other Considerations:

Must have the ability to work a flexible schedule, including evenings, weekends, and holidays. Hours/days will vary in accordance with show schedule or special events. Summer schedule/hours may be different (i.e. Monday – Friday instead of weekends). These hours are occasionally flexible and will be established in accordance with selected projects along with the Executive Director.

This is a full time hourly non-exempt position.

This position reports to the Egyptian Theatre Executive Director.

Compensation:

Starting wage \$11/hr

Health reimbursement plan (\$200/month for individual, \$400/month for married)

Cell phone device provided (upgrade available every 10 months)

Cell phone plan provided (unlimited data)

Paid Holidays

Paid Time Off plan (PTO)

To apply:

Complete Egyptian Theatre employment application.

Provide a cover letter explaining why you are qualified for the position and why you want the job.

Submit above items to:

alex@egyptiantheatre.org

OR

Egyptian Theatre
135 N. 2nd Street
DeKalb, IL 60115