



## Facilities Maintenance and Sight Supervisor

**Position Overview:** To provide a noticeably clean, welcoming environment to our Patrons and healthy safe environment for staff.

### Qualifications:

- Be reliable, self-motivated, and be able to work autonomously;
- Have demonstrated skills in multi-tasking and customer service;
- Be detail-oriented and able to take ownership for the appearance of the buildings;
- Must be able to use good communication skills, work well with the rest of the team
- Be able to lift chairs, boxes, and other misc. items;
- Have daily access to email and be available by cell phone during work hours.
- Capable of representing Taproot to guests by providing clear communication and customer service to our rental guests and patrons.
- Computer/IT/Printer troubleshooting skills
- Basic handyman skills
- Be able to climb ladders and do medium intensity manual labor like shoveling snow or cleaning out gutters.
- *Assist with other facility needs as called upon.*

### Responsibilities:

#### *Space Supervisor:*

- Let rental staff in the building and track their time in the space
- Ensure space is clean and safe
- Assist in setting up the space (including bleachers and/or studio seats)
- Generate and email report to rental team, TTC staff with time in/out and any questions and information needed by rental team.
- Ensure TTC policies and house rules are followed
- Act of TTC emergency contact
- Lock-up and arming the building as needed

*Cleanliness:* Responsible for the day-to-day setup and cleanliness of the facility as assigned by lead custodian and patron services manager, Tuesday through Saturday. Daily tasks include but are not limited to:

- Cleaning bathrooms (clean and disinfect countertops, hard surfaces, basins, mirrors, toilets, urinals, sweep and mop floor)
- Cleaning glass in balcony, doors and windows
- Vacuuming
- Dusting
- Taking out trash, recycling and compost
- Sweeping/shoveling sidewalks
- Cleaning graffiti
- Patching, repainting drywall
- Changing filters and light bulbs
- Changing ink cartridges and toner on printers

*Setup:* Using event calendar to prepare theatre for known event of the day (or following day if the space will not be used that day), including special events that are cleared through the calendar two weeks in advance.

*Maintenance:* Keeping up the day-to-day care of the Theatre (changing light bulbs and filters, cleaning out cobwebs, and touch up paint, as well as let the facilities coordinator know of any major repairs need as soon as possible.

### Pay & Benefits

- 30+ hours per week (primarily Wed-Sat afternoons/evenings)
- Hourly rate dependent on experience (\$17+/hour)
- Full Medical Benefits
- Generous complimentary ticket policy

### Contact (for information or to apply):

Jenny Cross, Patron Services Manager ([jenny@taproottheatre.org](mailto:jenny@taproottheatre.org))