

# TAPROOT THEATRE

## C O M P A N Y

*Taproot Theatre tells stories of hope, serving the Pacific Northwest through live theatre and educational programs.*

### Facilities Supervisor

<b>Department:</b> Facilities	<b>Pay Range:</b> \$21.00-\$25.00 per hour
<b>Supervisor:</b> Director of Operations and Finance	<b>Status:</b> Full Time, non-exempt with 100% paid individual Health, Dental, Vision, & Life
<i>Job Description Revised June 16,2023</i>	<b>Location:</b> Seattle, WA
<i>Desired Start Date: ASAP</i>	<i>Position Open Until Filled</i>

**Position Overview:** As a member of the facilities team, the Facilities Supervisor works before scheduled events and performances to ensure an attractive, sanitary, and safe environment for patrons, performers, visitors, and staff of Taproot. They will perform a variety of cleaning and maintenance tasks to prepare both the Kendall Center and Jewell Mainstage Theater for each day's activities. This position also oversees hiring, management, training, and scheduling of all additional facilities members.

To apply, submit a cover letter and resume to [hire@taproottheatre.org](mailto:hire@taproottheatre.org)

### Specific Areas of Responsibility

#### **Indoors**

- Daily cleaning of all/most restrooms
- Performs a variety of cleaning activities such as sweeping, mopping, sanitizing, dusting and polishing
- Cleans assigned facilities and/or grounds for the purpose of maintaining a sanitary, safe and attractive environment
- Delivers and/or sets up a variety of items (i.e., supplies, chairs, tables, furniture, stanchions, etc.) for appropriate parties or destinations within the venue(s)
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of each space
- Light Bulb replacement and other minor repairs

#### **Outdoors**

- Light gardening, weeding
- Window washing/dusting windows
- Sweeping doorways and sidewalks daily
- Keep front and back of both buildings free of trash and debris
- Some work on the roofs of the buildings may be required
- Power washing outdoors in the Spring
- Lay out rock salt on icy days

## **Management**

- Hiring and training additional Facilities staff when and if needed
- Manage weekly scheduling of other members of the Facilities team to ensure each space is clean and ready for events scheduled day to day.
- Delegate daily tasks to be completed by other facilities members in advance of their shifts
- Schedule minor repairs/maintenance in each space (i.e. carpet cleaning, plumbing, vacuum maintenance, window repairs, Graffiti removal.)
- Maintains stock and quality of supplies and equipment (i.e. cleaning solutions, paper products, etc.) in custodial closets for the purpose of ensuring the availability of the custodial items required to properly maintain facilities

## **Required Qualifications/Skills:**

- Compatibility with Taproot Theatre's mission and values
- Proven experience as a custodian or housekeeper
- Proven experience doing outdoor cleaning activities
- Comfortable with heights and working on ladders
- Moderate to heavy lifting
- Handle reasonable requests with professionalism and patience
- Desire to work in an occasionally fast-paced environment and problem solve quickly
- Scheduling flexibility is required; irregular work hours may include early mornings, late nights, holidays and weekends

## **Physical Requirements:**

This position requires:

- Frequent movement and standing
- Ability to occasionally lift items weighing up 50lbs
- Ability to climb ladders
- Ability to climb stairs frequently throughout the work day
- Ability to work closely with various cleaning chemicals (Including Ecolab's hydrogen peroxide surface cleaning spray, Lysol Toilet Bowl cleaner, Goof Off, Stainless Steel cleaner cleaning vinegar, dish soap, baking soda, window cleaner, stain removers, and carpet cleaning solutions).

## **Pay & Benefits:**

- This position is eligible for paid time off, vacation, health, dental, vision, life benefits, and participation in Taproot's 403b plan
- Scheduling is semi-flexible, 32-40 hours/week depending on Taproot production schedule
- Generous complimentary ticket policy

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The Taproot Theatre, dba Taproot Theatre Company (Taproot), prohibits and will not tolerate unlawful discrimination in employment of qualified employees and applicants. Taproot prohibits unlawful discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, age, disability, genetic information, honorably discharged veteran or military status, citizenship or immigration status, or any other legally protected category protected by applicable federal, state, or local law. As a religious

organization, Taproot gives lawful preference in employment to certain employees and prospective employees on the basis of religion.

**Equity & Inclusion:** Taproot strives to become an anti-racist organization that prioritizes accessibility, transparent communication, and humanity to foster a space of belonging for all. As part of this work, employees may be asked to participate in regular training and discussions and to support anti-racism and accessibility initiatives and policy changes, as part of their scope of work. To that end, Taproot Theatre seeks employees who demonstrate initiative to expand their own learning and competency within these areas in order to meaningfully participate in dismantling institutional racism, bias, and other systems of oppression that permeate our industry.

**Faith Statement:** Taproot Theatre Company is incorporated as both a non-profit theatre and a religious organization. Our organization operates outside of church oversight and across denominations. Currently, all permanent Taproot staff are invited, but not required, to participate in corporate prayer and many, but not all, self-identify as Christians. Seasonal workers and guest artists may choose not to participate in these customs and represent a diversity of backgrounds and faith traditions. Taproot Theatre welcomes people of all faith traditions who are comfortable working in a Christian environment to apply for open positions and does not preference candidates for non-director positions on the basis of religion.

**Public Health:** Taproot Theatre Company requires every employee, volunteer, and contractor to present proof of vaccination against COVID-19. Proof of vaccination can be vaccine card (copy or photo accepted), WA state immunization printout, or verified medical record printout from medical provider.

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