

Housekeeper

Part Time
Hourly – Non-exempt

Position Reports to:

Operations and Security Manager

Position Summary:

This position is responsible for the daily cleaning of all Center buildings.

Position Responsibilities:

Duties may include, but are not limited to the following:

- Per shift instructions, cleaning and vacuuming offices and various Center locations.
- Cleaning and stocking restrooms.
- Sweeping and mopping tile floors.
- Washing windows.
- Vacuuming public areas.
- Carpet cleaning and floor waxing/buffing.
- Other tasks as assigned by Supervisor.

Position Requirements:

Some experience preferred but not necessary.
Bi-lingual (Spanish and English) a plus.

Compensation:

\$8/hour

Benefits:

As a Part Time employee, this position is eligible to receive complimentary tickets to Performing Arts performances as described in the Center's Policies and Procedures Handbook.

Work Schedule:

Employees will be required to work a flexible schedule based on performances and other Center events. Shifts may include days, evenings, weekdays, weekends, and holidays, with the ability to work long hours and/or overtime as necessary.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hand to finger, handle or feel objects, tools and/or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must occasionally lift and or move up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is moderate.