



CUSTODIAN, JACKSON THEATRE

JOB STATUS: NON-EXEMPT

DATE MODIFIED: 7/31/25

GRADE 1/ STEP 1

DEFINITION

The Custodian, Jackson Theatre, performs unskilled building cleaning tasks. This is repetitive manual work requiring efficient performance of simple building cleaning and maintenance duties. This is a part-time position, 25 hours per week.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Jackson Theatre Operations Manager on routine recurring assignments, receiving specific instructions on new or unusual assignments. The Jackson Theatre Assistant Operations Manager may give direction of work.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Function:

1. Sweeps, mops and buffs floors and vacuums carpet
2. Washes windows and polishes furniture
3. Dusts/washes furniture, woodwork, tables, chairs, counters, and other articles
4. Pick up paper and debris on ground.
5. Makes minor repairs to building and furniture.
6. Empties trash cans and cleans containers.
7. Cleans and stocks bathroom.
8. Maintains entrance to The Jackson Theatre; to include snow, ice removal.
9. Set-up tables, chairs, and other items for special events and rentals at The Jackson Theatre
10. Cleans and sanitizes the concession stand area and equipment.
11. Provides set up and cleanup of special events and activities.

Marginal Functions:

- Performs related duties and responsibility as required.

KNOWLEDGE SKILLS AND ABILITIES**Knowledge of:**

- Building cleaning practices, supplies, and equipment
- Operation of routine cleaning equipment such as vacuum, floor buffer, etc.

Skill in:

- Safe & efficient operation and maintenance of cleaning equipment.
- Following safe work practices.

Ability to:

- Understand oral and written instructions.
- Ability to maintain an effective working relationship with superiors, employees, and public.
- To use sound judgment in fulfilling the responsibilities of this position.
- Use cleaning products and supplies in an economic and efficient manner.
- Work weekends or holidays to meet the needs of The Jackson Theatre schedule.

REQUIRED QUALIFICATIONS:

- Minimum high school diploma or equivalent.
- 18 years old or older.
- Valid driver's license.
- Some building cleaning experiences or equivalent combination of experience and training.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed outdoors and constructions sites, Town facilities and Town roadways with exposure to inclement weather. Moderate physical demands: strength sufficient to lift and move items weighing up to fifty (50) pounds..

Environment:

Task is regularly performed indoors with limited exterior work.

Mental:

While performing the duties of this class, the employee is regularly required to use a mid-level degree of mental stamina to complete tasks in an efficient timely manner.

Vision:

See in the normal visual range with or without correction; vision sufficient to see traffic at a distance and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.