



## CACHE VALLEY CENTER FOR THE ARTS

BULLEN CENTER ♦ ELLEN ECCLES THEATRE ♦ THATCHER YOUNG MANSION

# Building Representative

### POSITION DESCRIPTION

Position: Building Representative

Wage: \$11.50

Position status: Part-Time, Non-exempt

Schedule: Maximum of 29 hour/week

### APPLICATION DEADLINE: Open Until Filled

### POSITION SUMMARY

Work under the direction and supervision of the Cache Valley Center for the Arts Facility Manager, performs custodial, maintenance, repair, and event coordination of the Bullen Center, Thatcher-Young Mansion and Ellen Eccles Theatre and grounds. Assist with renters' needs and requirements for activities and events. Protect the premises through burglar and fire alarms. Works closely with hired security personnel for events. Assist office personnel with building maintenance requests.

### AREAS OF EMPHASIS

*The following is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.*

- Perform general and specialized custodial, maintenance, and repair of the Bullen Center, Thatcher-Young Mansion, and Ellen Eccles Theatre and grounds. General duties include: vacuum and shampoo carpets, sweep and mop floors, wash windows, mirrors, counters, doors, and walls. Clean and shine inside and outside of elevator. Sanitize and shine drinking fountains, door handles, and brass stairway/railing fixtures. Clean and maintain floors. Apply floor surface finishes. Clean and sanitize bathrooms. Stocks rest rooms and dressing rooms with soap and paper products. Dispose of garbage and other debris. Change light bulbs. Adjust heating and cooling system. Lock and unlock buildings. Paint and perform structural repairs.
- Coordinate set-ups with facility events; set up and take down of tables, chairs, etc., according to users' set-up sheets. Promptly respond to users' requests. Helps with moving furniture and other items.
- Sweep, wash outside walkways and parking areas. During warm weather months, mow, trim, fertilize, water and weed lawns and flower beds, pick up trash/litter. During winter months, remove snow when necessary. De-ice sidewalks and parking lot.

- Thoroughly clean kitchen after every event. Wash and sanitize counter tops, cupboards, stovetops, ovens, sinks, center preparation table, refrigerator, freezer, microwaves, and warming ovens, inside and out. Remove garbage and clean container. Mop and shine floor.
- Protect the premises through burglar and fire security alarm systems. Call for towing of accessible parking and other parking violators.
- Assist in a courteous manner the needs of renters, patrons, and class attendees of the Center.
- Other duties as assigned.

### **QUALIFICATIONS**

Must be 16 years of age or older. Must have the ability to read and comprehend simple instructions and ability to apply common sense understanding to carry out detailed written or oral instructions. Experience with cleaning equipment and products (brooms, mops, buffers, vacuums, shampoo and steam cleaners, chemicals); snow removal equipment (snow blowers, snow shovels, de-icing chemicals); outdoor maintenance tools (lawn mowers, trimmers/edgers, fertilizer and weed killing chemicals), and general custodial tools necessary related to the care and maintenance of inside and outside of buildings including carpentry tools. Basic electrical and mechanical knowledge is desirable. Must have the ability to follow directions closely and identify problems and to use safe work habits and to handle all equipment and products safely. Work independently and coordinate multiple projects and take direction under the Facilities Manager and Executive Director. Interact effectively and courteously with co-workers and building occupants. Lift heavy boxes and/or equipment up to 50 lbs. Must have full range of body/hand movement; ability to bend, stoop, kneel, and climb ladders. Ability to change shifts desirable. Shifts include evening and weekend hours.

### **AUTHORITY AND ACCOUNTABILITY**

This person reports to the Facility Manager and has no supervisory responsibilities.

### **APPLICATION PROCEDURE**

Position is open until filled. Submit resume by email below. No phone calls please.

### **EMAIL**

Facilities@CacheArts.org