Fairfield Theatre Company
Job Description

Job Title: Custodian	**Reports to (Position Title):** Facilities Manager
Full Time: **Part Time:** **X** **Hours per week: 20+/-**	**Exempt:** **X** **Nonexempt:**
Approved by:	**Date Approved:**

Purpose of Position:

- Maintain the interior and exterior appearance of FTC
- Cleaning during Shows and Events.

Specific Duties:

Maintaining the inside and outside of FTC Facilities

Keep facilities prepared for Artists, Renters, Potential Clients, and Staff

- Removal of trash from all areas
- Washing/wiping of all surfaces.
- Washing and/or vacuuming floors.
- Cleaning:
    - Bathrooms
    - Bars
    - Backstage:
        - Dressing rooms
        - Green rooms
        - Offices
        - Kitchens
        - Docking Areas
    - FOH:
        - Box Office
        - Lobby
        - Gallery
- Restocking
    - Bathrooms

Event Setup

The ability to lift heavy objects is required

- Staging/Striking Seating for Events
- Setting and Restocking Bars

Specific emphasis on, but not limited to:

- Keg restocking
- Liquor restocking

- Restocking Green Rooms

Required Knowledge, Skills, and Attributes:

- Timeliness
- Pride in work
- Consistency
- Good work Ethic and works well in teams.
- Vacuuming, Mopping, Sweeping.
- Takes initiative on special projects and Events

Employee's Signature **Date**	**Supervisor's Signature** **Date**