# 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: | |

### 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

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