

JOB DESCRIPTION – THE GRAND OSHKOSH

Title: Custodian

Reports to: Operations Manager

Classification: Part-time, non-exempt

Position Purpose:

This position is responsible for the day to day upkeep, cleaning, and light maintenance of the Historic Grand Opera House and The Grand's administrative offices.

Primary Responsibilities:

- Sweep and mop floors, vacuum carpets, shampoo or steam-clean carpets and rugs as needed
- Wash and sanitize toilets, sinks, and showers – and restock disposables (e.g. soap, paper products, etc.)
- Wipe mirrors and windows
- Ensure spaces are prepared for the next event by taking out trash, tidying furniture, and dusting surfaces
- Mix cleaning solutions and chemicals in preparation for cleaning, according to instructions
- Perform basic maintenance and light repairs under the Facility Manager's direction including painting, door handles, minor leaks, and bulb replacement
- Occasionally assist in set up of events including moving/setting tables and chairs

Experience and Qualifications:

- Experience in cleaning a large facility preferred
- Must be able to lift and carry up to 30 lbs
- Must be able to, with assistance, lift up to 100 lbs
- Must be able to work a varied schedule including nights, weekends, and the occasional holiday
- Must be able to adapt to a varied list of duties as needed
- Must be able to work unsupervised, independently, or with a team

Background Check Requirements:

- Satisfactory criminal and financial background check required

The above position description is not intended to be a complete listing of duties but merely a statement of examples of common duties to be performed. The Grand Oshkosh reserves the right to amend the above example at any time.

To apply, please send resume to:

David Lange, Operations Manager

The Grand Oshkosh

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