

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
- Proof of COVID-19 Vaccination

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

222 Pearl Ave

Oshkosh WI 54901

Email: jobs@thegrandoshkosh.org

COMPANY NAME: The Grand Oshkosh, Inc.

Employment Application

APPLICANT INFORMATION			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available	Social Security No.		Desired Salary
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date