

Newport Performing Arts Center (PAC) Part-Time Custodian – 20 Hours Per Week

OVERVIEW:

The Newport Performing Arts Center (PAC) in Newport, Oregon is managed by the Oregon Coast Council for the Arts (OCCA) and owned by the City of Newport. It is an active, vibrant building used in excess of 350 days per year for performances, rehearsals, workshops and meetings, celebrations of life, weddings, graduations, Box Office functions, and it is the location of the main administrative office of OCCA.

The 23,000 sq. ft. building opened on September 17, 1988 and just celebrated 30 years. It is currently in Phase VII of “Entertain the Future” capital campaign for enhancements and/or expansion on the east, south and west sides.

General Statement of Duties:

The PAC custodian performs cleaning, laundry, maintenance, and minor repair tasks; interfaces with OCCA staff and volunteers, PAC renters and resident companies, the City of Newport maintenance staff, vendors, etc; and does related work as required. The overall cleanliness and good appearance of the PAC both in the public areas and backstage is an absolute requirement.

This is a highly visible position and outstanding customer service is absolutely necessary. The person in this position is the face of the OCCA PAC maintenance support structure.

MINIMUM QUALIFICATIONS:

Experience

Two years experience with custodial duties, preferably in a public building. Working knowledge of building cleaning practices, supplies and equipment and the ability to use them economically and efficiently. Dependability and thoroughness a must.

Education/Training

Equivalent to the completion of the 12th grade. Knowledge of and experience with appropriate equipment and tools of the trade and cleaners for the tasks. Familiarity with and ability to perform minor plumbing repairs a plus.

Licenses

Must have valid driver’s license. Must have consistent reliable transportation.

Environmental Elements

This position requires the staff person to pick-up and deliver boxes, supplies, recycle glass, etc. May lift up to 50 pounds. Bending, walking, sitting, standing, walking up and down stairs will be

required. The PAC does not have an elevator. Ladder work and good balance is required for changing light bulbs and other ladder tasks. Painting certain interior areas required. Must be able to move and arrange tables, chairs and other furniture and equipment.

Scheduling

Workdays are Thursday-Sunday. Candidate must be flexible for Friday and Saturday evening performances and Sunday matinees. Allocation of work hours will vary slightly from week to week. Candidate must be available and not engaged in other activities in the building that would impact the required work.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

- Sweep, wet/dry mop and wax floors of various surfaces throughout the building on a regular schedule.
- Vacuum carpets, including stairs and offices. Shampoo carpets, as needed.
- Wash windows (inside and out)
- Clean bathroom floors, toilets, urinals, sinks, faucets, mirrors; replace soap, paper towels, toilet seat covers and trash liners
- Dust desks, woodwork, and furniture throughout the building
- Clean kitchen sinks, refrigerators, stoves, cabinets, and counters; fill and empty dishwasher as needed
- Clean Dressing Rooms and bathrooms as needed
- Vacuum and clean Alice Silverman Theatre before and after each performance
- Vacuum and dust administrative office, box office and conference room on a regular basis
- Set up and take down tables and chairs per client/OCCA needs.
- Monitor outside of building and entrances, picking up trash, washing surfaces, as needed
- Launder tablecloths and towels, iron tablecloths
- Maintain Concession area
- Empty all trash containers throughout the building on a regular basis, putting bags in garbage and recycle bins at the loading dock
- Check windows and doors to confirm they are closed and locked
- Monitor inventory and purchase custodial supplies as directed
- Attend staff meetings
- Perform a variety of errands and related custodial duties as assigned

Ability to:

- Learn and understand an arts nonprofit organization and the operation of a performing arts center in order to perform assigned responsibilities
- Respond to and effectively prioritize phone calls and other customer requests for information and service

- Understand and carry out oral and written instructions
- Compose reports; maintain records and databases
- Interface with OCCA staff and volunteers
- Provide responsible customer service to all renters and resident companies.
- Act as liaison w/renters, determine and fulfill their needs based on available building resources
- Use standard office equipment, including a PC computer; working knowledge of email, MS Word, Excel.
- Excellent interpersonal skills

This position is hourly at 20 hours per week with no health benefits. Salary range is \$11.00-\$12.00 per hour DOE. This position reports to the OCCA Executive Director.

References of similar work are required. Successful candidate will need to pass a background check.

OCCA is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, disability, gender identity, religion, or sexual orientation.

Based in Newport on the central Oregon coast, the Oregon Coast Council for the Arts (OCCA) is the hub of coastal arts opportunities, offers exceptional variety, provides world-class arts experiences, strengthens the arts, and nurtures the artist in everyone through education. OCCA manages the Newport Performing Arts Center (PAC) and the Newport Visual Arts Center (VAC) and serves as the regional arts council for the Oregon Coast.

Email or mail a resume, cover letter and three references to OCCA Executive Director, Catherine Rickbone, crickbone@coastarts.org, PO Box 1315, Newport, OR 97365. Submission deadline: Nov 12, 2018. No phone calls please. This position is open until filled.