



Custodial-Facility Manager

Position: Part Time, permanent

Reports to: Executive Director

Position Summary:

The Custodial-Facility Manager at REACH Studio Art Center oversees the upkeep and maintenance of the REACH buildings, spaces, and grounds, ensuring the REACH facility is problem-free and safe so that employees, volunteers, and students can work under the best conditions. The primary responsibilities are cleaning, maintenance, and security of the REACH facility and grounds. It is an ideal position for someone who lives close to REACH, is retired, and/or is looking to work just part time to be of service to a local community non-profit.

Job Requirements:

The Custodial-Facility Manager position is 12-15 hours per week. Candidate must be at least 18 years of age. Pay will range from \$13-\$16 depending on experience and skill level. Candidate should:

- Be available for 2-3 hours, 5 days of the week (Sunday-Saturday), with flexibility to work hours when no programs are taking place and ability to clean spaces in a timely manner before the next use of that space. Prime working hours will usually be mornings, before 11:00 am or evenings after 8:00pm.
- Have reliable transportation to and from work. Ideally, (but not mandatory) live within a mile of REACH.
- Be physically able to lift 50 pounds, operate power equipment, be on feet for hours at a time, go up and down stairs, and work outside in less-than-optimal weather conditions.
- Be thorough, work independently and efficiently, and have a working knowledge or experience repairing common equipment, tools.
- Be a DIY kind of person: building construction and/or mechanical experience is ideal.

Job Duties:

- **Facility management:** communications with and scheduling contracted services, maintaining thermostat, filter-changing and other equipment maintenance schedules. Order and track maintenance supply inventory. Observe and catch facility issues as they arise and inform executive director when warranted.
- **Cleaning tasks:** Perform regular cleaning on a schedule developed with executive director including: sweeping, mopping, scrubbing and surface cleaning and sanitizing, toilets, sinks, counters, tables, some organizing and lifting, window cleaning (inside and out), vacuuming, shaking rugs, emptying trash and setting recycle and trash bins out for collection, replenishing paper products, soap, and trash bags in all studios and spaces.
- **Grounds maintenance:** mowing, weed removal, watering, shoveling, snow-blowing, litter and debris clean-up

Application Process

Please review the job requirements and duties and complete and submit a google form application linked below. Applications will be accepted until the position is filled. However, interested applicants are encouraged to **apply by or before June 10, 2022**. Application requires a cover letter (attention Alice Brinkman, executive director) and resume, uploaded at the end of the application which includes at least two references, not relatives, who can speak to your qualifications for this position. **Link to application:** <https://forms.gle/KijciSeDgVqea2t79>
Please contact alice@reachstudioart.org if you are unable to complete the online application.

REACH Studio Art Center is an equal-opportunity work place and as such does not discriminate on the basis of any identity or difference, promoting inclusion and valuing diversity in all forms. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.