

Custodian

Reports To: Director of Installations & Facilities

Position Status: Part-time, non-exempt

Location: Cincinnati, OH

Compensation: Starting at \$13 per hour

This is a bargaining unit position subject to collective bargaining.

OVERVIEW OF POSITION:

The **Custodian** helps maintain the pristine appearance of the Contemporary Arts Center building, the Lois & Richard Rosenthal Center for Contemporary Art. Responsibilities include cleaning all offices, restrooms, public spaces (i.e. Kaplan Hall, Performance Space, P&G Fund Lobby, etc.). Coordinate inventory management of all products used in the Custodial Department and maintain all equipment in working order. Position also requires early morning, evening, and weekend hours.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Clean all areas of the Rosenthal Center (i.e. offices, restrooms, Kaplan Hall, Performance Space, all nonpublic areas, etc.).
- Maintain inventory of all products needed to perform job duties (i.e. paper products, cleaning chemicals, safety equipment, etc.).
- Maintain all cleaning equipment in working order, schedule preventive maintenance on all equipment.
- Change lamps in all areas NOT used for exhibiting art.
- Assist in set-up of all in-house and rental events.
- Train contracted custodial staff as needed.
- Attend gallery trainings.

ALL OF THESE DUTIES ARE TO BE DONE WITH OVERALL CAC BUSINESS IN MIND. THE PERSON IN THIS POSITION WILL BE CONSCIOUS OF OTHER CAC PROGRAMS, EXHIBITION NEEDS, AND CAC POLICY AND PROCEDURES.

SKILLS AND QUALIFICATIONS:

- Must be a detail-oriented, problem solver and multitasker.
- Must be highly motivated and able to work with little or no supervision.

- Must be able to work flexible hours as needed.
- All positions filled after September 1, 2023 will require a background check.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- The person in this position needs to frequently move about outside and inside the office to access building machinery, cleaning equipment, etc.
- Must be able to move and transport items weighing up to 50 pounds for various needs.
- Occasionally ascends/descends a ladder or to service lights, ceiling panels, etc.
- Must be able to remain in a stationary position 50% of the time.
- Operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Able to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Able to observe details at close range (within a few feet of the observer).
- Sometimes work in outdoor weather conditions.

PAY, BENEFITS, LONG-TERM GROWTH OPPORTUNITIES: This part-time position takes place on-site at the CAC, working less than 30 hours per week. The hourly pay rate starts at \$13 per hour. Benefits for part-time employees include paid sick and personal days, holiday pay, access to professional development opportunities, employee assistance program, CAC membership, and CAC Museum Shop and Café employee discount.

TO APPLY: Applications, a resume & cover letter in PDF format, should be sent to hiring manager Aly Laughlin, Human Resources Director, via email at alaughlin@cincycac.org by July 26, 2024.

After applications are reviewed, selected applicants will be contacted for interviews. References may be requested and contacted only during the final interview stage and the identities of applicants will be held in the strictest of confidence.

RECRUITMENT & HIRING:

The CAC is an Equal Opportunity Employer (EOE) where all applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, Veteran, or disability status.